

Job Description:

Head of Function Complex: Education, Skills and Work

Function:	Sodexo Government UK&I – Justice – Resettlement
Position:	Head of Education, Skills and Work
Job holder:	TBC
Date (in job since):	TBC
Immediate manager (N+1 Job title and name):	Deputy Director, Female
Additional reporting line to:	-
Position location:	HMP Peterborough

1. Purpose of the Job

This is a functional management job within an establishment.

Responsible for delivering high-quality education, skills and work provision, in line with prisoner need and aligned with regional, national and Ofsted standards and frameworks, to support prisoners into employment upon release.

2. Organisation chart

Deputy Director
(Female)

Head of
Education, Skills
& Work

3. Context and main issues

The job holder will be responsible for setting and leading the strategic direction for all of education, skills and work within the prison. This will involve developing a coherent approach to all areas of “Education, Skills and Work”, ensuring that sequencing of activities is purposeful and directed towards maximising prisoners’ opportunities to access employment, education and training on release.

The job holder must ensure that all Education, Skills and Work activities are structured around the 5 pillars of the Ofsted Education Inspection Framework, supporting other function heads within the prison to maximise this approach in areas of prisoner residence and social interaction.

They will work with education, prison industries and local private enterprise to make the most appropriate use of workshops and all other prisoner places of work, providing prisoners with the learning and skills required to compete for and achieve employment within the local labour market.

As a member of the Senior Leaders Team (SLT), the job holder will contribute and implement their Function’s objectives as defined in the establishment’s Business Plan.

4. Main assignments.

- Responsible for setting and leading the strategic direction for all of education, skills and work within the establishment.
- Responsible for creating effective approaches to learning and teaching in line with HMPPS and Sodexos education vision and values, as well as regional and national directives and developing a coherent, evidence-based, strategy for all education, skills and work so that the learning, skills and qualifications gained in prison work to maximise opportunities for employment on release.
- Responsible for delivery of the following related functions/pathways in a prison in line with national frameworks and guidance, and in a way which meets user needs. This will include, but not be limited to, Education, Neurodiversity, Employment on release, Work in Prison/Industries, Gardens.
- Work in strategic partnership with the Head of Reducing Reoffending and other Head of Functions across each of their respective responsibilities to maximise education, skills and work opportunities, to reduce reoffending and support with effective prisoner resettlement.
- Work with the Director and Deputy Director to develop a strategy to support higher volumes of prison leavers into employment on release.
- Responsible for managing the quality of education, skills and work (ESW) provision using Ofsted’s Education Inspection Framework criteria, including providing guidance and expertise to the prison’s senior leadership team to ensure the requirements of Ofsted’s inspection framework are prioritised.
- Responsible for leading on inspections, including preparation, and driving forward the delivery of actions arising from them. This includes Standard Audit, Her Majesty Inspectorate of Prisons (HMIP), OFSTED/Estyn, Action Plans and Managing Quality of Prison Life (MQPL) surveys.
- Responsible for ensuring that a culture of employment is maintained within the prison, and responsible for prisoner outcomes in relation to employment post release.

- Responsibility for guiding the Prison Employment Lead (PEL) to embed this culture, utilising the Employment Hub (EH) and maximising the prison's relationships with New Futures Network, Probation service, Community Rehabilitation Service providers and other education/employment stakeholders and networks who support prison leavers.
- Responsible for ensuring the delivery of Prison Industries & Activities, Gymnasium, New Futures Network and local private enterprise work within prison workshops.
- Responsible for the line management and development of staff within the function, including creating a culture of high expectations and taking appropriate action when performance is unsatisfactory.

5. Person Specification

Essential

- Excellent organisational skills with the ability to work under pressure.
- Excellent interpersonal and communication skills
- Coaching/mentoring skills.
- Strong negotiating skills and the ability to influence others to effect change.
- Experience in managing & leading staff.
- A high level of integrity and reliability
- Ability to work to strict deadlines
- Ability to work in a target focused environment
- Able to work on own initiative
- PGCE, Cert Ed or Level 5 in Education and Training.

Beneficial

- Previous experience working within a prison setting
- Experience of operating at a middle or senior level in a Primary, Secondary, or Post-16/Adult education setting; including community and voluntary sectors.
- Detailed knowledge of OFSTED/Estyn's EIF (Education Inspection Framework) and further education and skills criteria.
- Experience of working collaboratively with a range of stakeholders including senior leaders, external organisations, staff and students.
- Significant experience of developing and delivering effective and engaging curricula for a wide range of learners.
- Experience of using data to set clear education outcomes and monitor progress towards these.
- Experience of implementing change within an educational context.
- Knowledge and understanding of how Ofsted/Estyn's Education Inspection Framework apply to a prison setting.
- Knowledge and understanding of OFSTED/Estyn's further education and skills criteria for prisoners with Additional Learning Needs and how these apply in the prison context.
- Experience of implementing strategies to support learners secure meaningful 'next steps' (e.g. further training, employment).

8. Competencies

Customer Focus	Drives Results
Optimises Work Processes	Communicates Effectively
Being Resilient	Builds Effective Teams

9. Management Approval – To be completed by document owner

Version	2	Date	6 th Jan 2023
Document Owner	David Smart		