

# Job Description: Curriculum Lead – Functional Skills



Function:	Sodexo Justice Services
Position:	<b>Curriculum Lead – Functional Skills</b>
Job holder:	Education Manager
Date:	June 2021
Immediate manager	Education Manager
Additional reporting line to:	Head of Learning, Skills & Employment
Position location:	HMP & YOI Bronzefield

## 1. Purpose of the Job – State concisely the aim of the job.

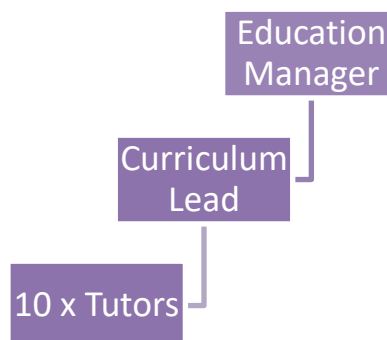
The Learning and Skills function sits at the very heart of the prison. The role of the Curriculum Lead is to take the Learning & Skills Department forward in improving the quality of provision whilst making sure that demanding Service Delivery Targets are met each year. Reporting to the Education Manager, this is a crucial role at HMP Bronzefield as the focus is on providing education opportunities that will enable the prisoners to gain skills and competencies that will assist them to return into the community without re-offending. It is important that the Curriculum Lead is an expert practitioner in the classroom able to lead, train and guide the curriculum tutors & peer workers to outstanding performance.

## 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						

Characteristics ▪ Add point

## 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



**4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Support the Education Manager and the Head of Learning & Skills to take the Education Department forward in improving the quality of provision whilst ensuring the service delivery targets are met each year.
- The focus of the department is to provide education opportunities that will enable the residents to gain skills and competences that will assist them to return into the community without re-offending
- Line manage the functional skills team and be accountable for leading, managing and developing the subject/curriculum area.
- Manage and deploy the teaching/support staff and the financial and physical resources within the department effectively to support the department.
- Ensure the provision of an appropriately broad, balanced, relevant, and differentiated curriculum for learners studying within the department and across the establishment.
- Monitor, report and interpret on qualification and performance data each month.
- Lead on curriculum reviews, lesson observations, learning walks and triangulation meetings.
- Organize and lead relevant CPD for staff
- Ensure staff and residents become expert practitioners in In-cell technology and digital literacy.
- Lead on the development of Curious and Virtual Campus in the Learning & Skills Department.

**5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

- Develop and review syllabuses, resources, schemes of work, marking policies, assessment, teaching and learning strategies in the department.
- Oversee the day to day management, control, and operation of course provision within the department, including effective deployment of staff and physical resources.
- Actively monitor and follow up learner attendance and progress through analysing and evaluating performance data and taking appropriate follow-up action.
- Present progress data at monthly sub-group meetings and at Quality Improvement Group meetings.
- Ensure Health & Safety policies and practices, including risk assessments throughout the department are in-line with the establishment requirements and updated where necessary.
- Be accountable for the development and delivery of the Department's curriculum.
- To keep up to date with and respond to national developments in the subject areas, teaching practice and methodology and train staff during CPD.
- Work with the Education Manager to ensure that staff development needs are identified by undertaking Performance Management Reviews and acting as a reviewer for the staff within the department.
- Make appropriate arrangements for the classes when staff are absent, ensuring appropriate cover within the department.
- To teach up to 50% of the working week teaching English and math's to Level 2, including embedded English and math's. To cover lessons as required.
- Comply with all assessment recording and reporting systems to ensure that qualifications are completed and awarded in good time.
- Take the role of IQA to ensure the standardisation of courses and uphold quality assurance within the department.
- Sample assessors work and conduct standardisation meetings to ensure that the provision is compliant in upholding quality assurance practices.
- Liaise with awarding bodies and external verifiers and arrange moderation visits where necessary.
- Participate in the interview process for teaching posts and ensure effective induction of new staff.
- Establish the processes of the setting of targets within the department and to work towards their achievement.
- Contribute to the department procedures for lesson observations, learning walks and triangulation meetings.
- Ensure excellent communication. Establish a programme of video tutorials for residents that develops their skills and knowledge in the curriculum. Liaise with internal and external partners and represent the department views and interests.

- Ensure the Behaviour Management system is implemented in the department so that effective learning can take place.
- Undertake an appropriate programme of teaching in accordance with the duties of a standard scale Tutor.
- Effectively plan courses and lessons by preparing and using schemes of work and lesson plans for all classes for the benefit of the learner and for evidence of inspection/lesson observations.
- Work effectively and efficiently with the education and regime delivery teams to produce innovative and stimulating lessons for prisoners to encourage participation whatever level the prisoners are starting from.
- Lead the development of in-cell technology and digital literacies to staff and residents so they become expert practitioners.
- Identify the needs of individuals in classes and groups and develop a range of teaching methods and resources accordingly.
- Assist in any marketing strategies related to education courses within normal work hours and out of normal work hours.
- Monitor take-up of taught course and employ strategies to increase take-up to ensure maximum attendance.
- Work with regime delivery staff to integrate skills and qualifications into vocational areas where prisoners do not feel confident in attending classroom-based courses.
- Establish a rapport with prisoners to encourage them to take their first steps in learning and achieve a recognised qualification.
- Co-ordinate the Peer Workers and Shannon Trust Peer Workers including overseeing their training and development.
- Work with the SENCO to support and meet the needs of all learners.
- Meet agreed prison targets which will be identified in your PDR and reviewed regularly throughout the year.
- Undertake duties as required by the Head of Learning and Skills or Director that will contribute to the effective operation of HMP & YOI Bronzefield.

**6. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Achieve a Grade 2 or above in un-announced lesson observations carried out at regular intervals throughout the year.
- Line manage staff through monthly 1-2-1's to ensure that they receive regular support.
- Take an active part to ensure that the department runs smoothly each day, dealing with requests for information from both students and colleagues.
- Be compliant to ensure that all relevant paperwork is being completed by staff within the department.
- Ensure the identified number of learners are retained and achieve the recognised qualifications being delivered.
- Ensure service delivery targets are met each year.

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential

- Full teaching qualification inc QTLS
- Recognised Level 4 qualification or above in basic/functional skills English or maths
- To have an interest in the rehabilitation and resettlement of offenders.
- To have an ability to communicate effectively at all times through different mediums, including spoken and written communication.
- Supervisory Experience in an Education setting.
- Knowledge of assessment processes and awarding bodies.
- Effective organisational skills including the ability to prioritise and meet deadlines.
- Flexibility to undertake a range of very different tasks.

Desirable

- Experience of teaching or working with disadvantaged groups or in a young offender or prison environment.
- IQA qualification/experience of taking the role of internal verifier.

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

Growth, Client & Customer Satisfaction / Quality of Services provided  
Innovation and Change  
Learning & Development  
Brand Notoriety

**9. Management Approval** – To be completed by document owner

Version	Version 1	Date	07-06-21
Document Owner	Tanvir Hynes, Head of Learning, Skills & Employment		

**10. Employee Approval** – To be completed by employee

Employee Name		Date	
---------------	--	------	--