

**Job Description:**

**Education Manager**

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| Function: | Education, Skills, and Work  |
| Position:  | Education Manager  |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Deputy Head of Education, Skills and Work  |
| Additional reporting line to: | Head of Education, Skills and Work  |
| Position location: | HMP Peterborough  |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| The role of Education Manager will demonstrate a clear and decisive leadership to lead, manage and co-ordinate the delivery of quality Education services and to be responsible for the staff employed within the Education and Industries department to ensure a needs led service is offered efficiently and effectively. The main aims of the role are:* Ensure all programs meet national and Ofsted standards, as well as contractual requirements, and focus on improving prisoner outcomes.
* Lead the department to raise standards
* Implement the Education curriculum
* Work with other departments and partnership agencies
* Drive engagement in Education, Skills and Work interventions
* Be responsible for quality assurance
* Drive continuous improvement
* Take on the role of lead IQA for all qualifications offered within the prison
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| 5. 2. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| The job holder will be required to carry out the following responsibilities, activities and duties:* Provide leadership and management for the Education team – including hub managers, quality manager Administration team and the induction team.
* Oversee recruitment, selection, and induction processes to build a skilled and motivated team including that of the induction and admin team.
* Deliver all elements of the Education quality calendar within agreed timescales.
* Lead on the delivery of all education exams by managing the exam process and exam – coordinator.
* Act as Lead Internal Quality Assurer (IQA) with oversight of all qualifications delivered.
* Liaise with External Quality Assurers (EQA) and Awarding Bodies to ensure compliance with assessment requirements.
* Foster a culture of innovation, high-quality teaching, and outstanding learner outcomes.
* Collaborate effectively with prison staff and external stakeholders to ensure cohesive and successful service delivery in education and across the establishment.
* Support staff training and professional development, maintaining accurate CPD records.
* Deploy staff strategically to maximise their impact on learner progress and achievement.
* Design and deliver a curriculum that is responsive to learner needs, local priorities, and employer demands.
* Promote a learning culture across all residential areas within the establishment.
* Ensure the highest standards of teaching, learning, and learner support are consistently achieved.
* Lead curriculum planning, development, and innovation across the department.
* Embed quality assurance across all provision in line with HMIP/Ofsted standards and organisational policies.
* Carry out regular monitoring and assurance checks on all Education delivery.
* Ensure full compliance with contractual requirements through efficient and effective management.
* Collect, analyse, and report on both qualitative and quantitative learner data, ensuring accuracy on the national prison database.
* Produce monthly performance reports for the Quality Improvement Group (QIG), with a focus on retention, achievement, and learner success.
* Oversee tutor quality assurance, including observations, constructive feedback, and standardisation processes.
* Support tutors to engage all learners, particularly those with additional or complex needs.
* Manage departmental budgets effectively, ensuring value for money and alignment with qualification delivery.
* Coordinate subcontractors, projects, and initiatives as required.
* Work flexibly in line with Sodexo Justice Services policies and procedures.
* Undertake any additional duties appropriate to the role in support of HMP Peterborough’s operational and strategic needs.

Undertake other management tasks including:* Responsible for the management of all staff within their area. This includes staff performance, development and annual appraisal through to sickness absence management
* Ensure all national and local policies and procedures are implemented and compliant e.g. National Security Framework (NSF), Local Security Strategy (LSS), Finance Manual
* Attend as directed any relevant boards/meetings and actively contribute, either as chair or team member
* Provides leadership and direction to managers and staff within their defined work area through briefings, building informal and formal relationships and effective communication
* Produce relevant reports as required and ensure all correspondence is replied to within agreed timescales
* Liaise and form good relationships with internal and external stakeholders
* Ensure the defined work area and associated activities comply with Health and Safety legislation. Ensure all risk assessments are undertaken, and staff are made aware of their personal responsibility towards ensuring Health and Safety compliance
* Responsible for driving the reading strategy for the while prison and developing and running initiatives that supports a whole prison approach to reading.

The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The Job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation scheme and shall be discussed in the first instance with the Job Holder  |

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| 2. 3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * H&S at work guidelines
* Ofsted standards
* NSF and LSS requirements
* Sodexo employment policies
* Embedding employee engagement strategies.
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| 4. 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. |
| * Delivery of the agreed performance
* Staff engagement and training outcomes.
* Accurate and timely data reflecting participation within Industries
* Self sufficient and Business Contract Management
* Achieve a Good scores in audits, inspections, and surveys. Positive resident feedback on consultation

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| 2. 5. 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. |
| * Contractual compliance
* Operational Stability
* Service Delivery Targets achieved or exceeded
* Compliance with HMCIP Expectations
* Compliance with Prison Service Orders and Instructions
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| 6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position. |
| **Person Specification****Essential Qualifications and Experience*** Full teaching qualification (DET or PGCE).
* Senior leadership experience within an educational setting.
* IQA qualification/Verifier Award (or willingness to undertake training).
* Proven experience of leading, developing, and managing teams effectively in challenging environments.
* Demonstrated expertise in curriculum design, development, and delivery.
* Strong understanding of the needs of offenders and current initiatives relating to skills, learning, and employment.
* Experience of monitoring, managing, and reporting on service delivery within a contractual framework.
* Ability to collect, analyse, and interpret data to inform effective management decisions.
* Genuine concern for prisoner care, welfare, and rehabilitation.
* Commitment to continuous professional development and the development of others.
* High levels of resilience, energy, and drive, with the ability to perform proactively in a fast-paced environment.

**Desirable Criteria*** Experience of working within custodial or offender learning environments.
* Familiarity with Ofsted, HMCIP, and other relevant inspection frameworks.
* Experience of budget management and effective deployment of resources.
* Knowledge of employer engagement strategies and developing pathways to employment.
* Experience of leading through change and implementing innovative learning and skills initiatives.
* Understanding of safeguarding policies and procedures in an educational or custodial context.
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| 2. 7. Organization chart – Indicate schematically the position of the job within the organization. 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. |
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**Levels**

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Received:

Date:       Date:

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Job holder Immediate Manager