

**Job Description:**

**ESW Quality Manager**

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| Function: | Education Skills and Work  |
| Position:  | Creative and Induction Hub Manager |
| Job holder: |  |
| Date (in job since): | Immediate  |
| Immediate manager (N+1 Job title and name): | Education Manager |
| Additional reporting line to: | Deputy Head of Education, Skills and Work |
| Position location: | Education, Skills and Work Department |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| The purpose of the job is to be responsible for a range of activities within the Education, Skills and Work function. The job holder will be implementing national policies to suit local needs within the function and will contribute to revisions of local policies and procedures. As the Creative and Induction Hub manager, you will be responsible for the management of the induction process and subjects such as Art, Radio Media, ICT and PSD.You will manage and support a team of Tutors and support staff. Support with quality assurance and improvement for afore mentioned subjects and the running of the Education induction process at HMP Peterborough, you will also assist other Managers in preparation for SAR and QIP. Ensure high standards of teaching and learning, evaluating the effectiveness of delivery, and adapt if needed. This can be done through observations of teaching and learning, analysing data, deep dives etc.Stay up to date with learning technologies, education trends, and standards changes. Measure learner progress, achievement and retention. Collaborate with Assessors, IQA's/EQA's, and other team members to ensure delivery meets awarding body requirements. |

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| 5. 2. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Working in partnership to ensure all staff within Education, Skills and Employment provide a respectful, safe decent environment for all prisoners and staff.
* Responsible for quality of prisoners managing their own Individual Learning Plan (ILP) within the industry areas.
* Responsible for the preparation of material for internal and OFSTED audits on quality
* Ensure all national and local policies and procedures are implemented and compliant.
* 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 that data is accurately collected and recorded on the respective systems such as Curious, VC2 and CMS.
* Supervise tutors and support staff, providing guidance, training, and performance evaluations to ensure effective program delivery and that all prisoners receive a education induction on arrival.
* Stay informed about best practices in education, workforce development, and rehabilitation strategies, and participate in relevant training and professional development opportunities and deliver this to staff.
* Review and update the curriculum to ensure it remains relevant and effective, incorporating feedback from prisoners, staff, and industry experts.
* Promote the importance of the induction process and how it can contribute to rehabilitation across HMP Peterborough
* Establish and maintain relationships with local businesses, educational institutions, and community organisations to facilitate job placements, and partnerships that benefit prisoners.
* The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive.
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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. |
| * Ensure the defined work area and associated activities comply with Health and Safety legislation. Working in partnership to ensure all risk assessments are undertaken and staff are made aware of their personal responsibility towards ensuring Health and Safety compliance.
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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. |
| * To be accountable for the quality of the induction provision ensuring that the provision is at least ‘good’
* To ensure all data is recorded accurately and on the appropriate systems both Locally and Nationally
* To ensure that the quality of the creative provision is at least ‘good’
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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. |
| * Meet agreed prison targets which will be identified in your PDR and reviewed regularly throughout the year.
* Undertake duties as required by Education Manager, in addition to the Director or Head of Learning, Skills & Employment that will contribute to the effective operation of HMP Peterborough.
* Abide by the Sodexo corporate mission statement and all appropriate regulations, policies, and procedures.
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| 6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position. |
| **Essential*** Full teaching qualification (DTTLS, PGCE, Cert Ed) or willing to work towards.
* Hold a recognised qualification in Leadership and Management (or to be willing to work towards by taking part in the College Leadership and Management Apprenticeship Programme)
* To have an interest in the rehabilitation and resettlement of offenders.
* To have the ability to always communicate effectively through different mediums, including spoken and written communication.
* A flexible and responsive attitude.
* Willingness to innovate and demonstrate self-motivation.
* Be proactive, dynamic, and positive at all times.
* Awareness of and commitment to the promotion of equal opportunities and the recognition of diversity and inclusion.
* Confident and professional with the ability to inspire and motivate people

**Desirable*** Assessor or IV qualification.
* Experience in a prison environment.
* An experienced leader with a track record of driving improvement.
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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. |
| Deputy Head of Education Skills and WorkEducation ManagerCreative and Induction Hub Manager |

**Levels**

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Received:

Date:       Date:

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Job holder Immediate Manager