

**Job Description:**

**Quality Assurance and Induction Hub Manager**

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| Function: | Education Skills and Work |
| Position: | Hub Manager |
| Job holder: |  |
| Date (in job since): |  |
| 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 the quality assurance process across 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. The job holder will ensure will monitor and improve attainment, in the establishment as well as considering the needs of offenders and contributes to reducing the risk of re-offending. The job holder will provide a strategic focus on the quality and the quality assurance of education, and learner progress. n addition to this the purpose of the job is to manage the delivery of the Education Induction at HMP Peterborough. | |

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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. * Promote the importance of the induction process and how it can contribute to rehabilitation across HMP Peterborough * Working in partnership to ensure the screening assessment and referral processes that determine suitability of prisoners to access learning material and tutor to deliver required skills to achieve target qualification. * Responsible for managing quality of education tracking of all learners across Education, Skills and Work. * Working in partnership to create Self-Assessment Reports (SARs) for the establishment. * Responsible for quality assurance of prisoners managing their own Individual Learning Plan (ILP). * Working in partnership to monitor the Service Level Agreements (SLA) for education and training providers operating within the Education Department, to ensure that quality standards are achieved. * Responsible for the quality assurance procedures for all of the Education, Skills and Work areas including the production of the Quality Assurance Calendar and the following of this. * Responsible for the support in the preparation of material for internal and OFSTED audits on quality * Ensure all national and local policies and procedures are implemented and compliant. * Attend as directed any relevant boards/meetings and actively contribute, either as chair or team member. * Provides leadership and direction to 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. * Manage resources to deliver the activities within the defined work area and contribute to the mid-to-long term business planning process. * Ensure that data is accurately collected and recorded on the respective systems such as Curious, VC2 and CMS. * 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 education, skills and work, 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 be accountable for the quality of the induction provision ensuring that the provision is at least ‘good’ * To be accountable for the management of the induction team |

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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 the Director or Head of Education, Skills and Work 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   **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 Work  Education Manager  Quality Hub Manager |

**Levels**

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Received:

Date:       Date:

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Job holder Immediate Manager