

JOB DESCRIPTION

Function:	Learning & Skills
Position:	EDUCATION MANAGER
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	
Additional reporting line to:	
Position location:	HMP & YOI Bronzefield

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

The Learning and Skills Department sits at the very heart of Bronzefield – providing purposeful activity for all Residents.

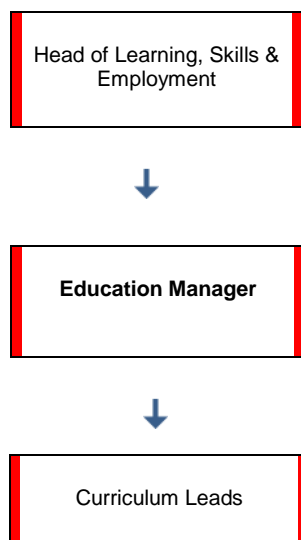
To efficiently and effectively lead, manage and co-ordinate the delivery of quality learning and skills services and to be responsible for the staff employed within the Education department and Workshops. The post holder will liaise and work closely with all prison staff and other key stakeholders to ensure a coherent and successful delivery of the learning and skills service and will take on the role of lead IQA for all qualifications offered within the prison.

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	<ul style="list-style-type: none"> Team of 17 tutors and 4 administrators Prison holds approx. 570 prisoners
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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. Please show the job titles not the actual people doing the role, i.e. Finance Manager, Project Manager



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.

- Plan and deliver a Curriculum that meets the needs of learners and maximises their potential both within the establishment and beyond
- Ensure that individual needs are met through Additional Learning Support and the LDD Tutor
- Work with the other Head of Departments to ensure maximum attendance levels are filled and maintained in all work areas and non-attendance to work/activity is challenged and addressed appropriately daily
- Ensure interruptions to prisoner work/activity areas are kept to a minimum
- Organise your teams to deliver the agreed performance and contractual targets for your areas of responsibility.
- Analyse and interpret all qualification data
- Monitor the qualification budget

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

- Lead and manage the Education, Workshops and Library Team
- Manage the recruitment and selection process for the Tea,
- Manage, prioritise and monitor the training and development staff, maintaining accurate CPD logs
- Be responsible for the induction and mentoring of the teams in all matters relating to personal, learner and prison security.
- Effectively manage and deploy the staff to maximise the positive impact on learners.
- Develop a curriculum that meets the needs of learners, responding to national, regional and local priorities and reflecting the needs of employers.
- Embed quality across the provision in line with HMCIP expectations and policies and procedures
- Ensure that all contractual requirements are achieved in an efficient and effective manner.

- Be responsible for the collection and transfer of qualitative and quantitative data related to learners and contract compliancy.
- Produce monthly analysis of the data
- Line Manage the LDD Tutor, with a clear policy and referral route, maximizing available support for learners
- Manage the Quality Assurance process for the Tutors, including observations, feedback and standardisation
- Establish and maintain a positive working relationship with all stakeholders.
- Represent the prison positively and to promote the contribution of Learning and Skills to the reduction of re-offending.
- Take the role of the lead IQA, having oversight of all qualifications offered within the establishment
- Liaise with EQA's and Awarding bodies to ensure correct processes are in place
- Effectively deploy physical resources.
- Take the Departmental Lead on all aspects of Through the Gate work
- Manage a pre-release Work Skills programme providing opportunities for employment and training upon release
- Manage all budgets in line with best value principles and qualifications offered
- Manage subcontractors, projects and initiatives as required.
- Ensure that equality and diversity are fundamental to the ethos of the areas of management.
- Be responsible for departmental health and safety.
- Deputise in the absence of the Head of Learning, Skills & Employment
- Work flexibly in accordance with Sodexo Justice Service policies and procedures.
- Carry out any additional duties as required appropriate to the current Job Description and in line with needs and development of HMP 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.

- Relevant Service Delivery and Schedule F Targets met or exceeded, with minimal financial penalties
- Role of lead IQA for all qualifications offered within the establishment
- Completion of Business Plan activities and targets (both establishment and function).
- Satisfactory to good scores in audit, inspection, and MQPL. Positive prisoner feedback on consultation.
- Compliance with agreed PSIs and PSOs
- Evidence of complaint / application reductions, timeliness of responses and quality of responses.
- Weekly classroom attendance measure
- Functional and Vocational Qualification targets each month
- Qualification budget
- Contribution to purposeful activity targets

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

Essential

- Full Teaching qualification – DET or PGCE
- Qualified to Degree level
- Experience of developing, leading and managing a team effectively
- Experience of managing a budget
- Knowledge of the needs of offenders and current initiatives relating to offenders concerning skills and employment
- The ability to monitor, manage and report on service delivery within a contractual framework
- Knowledge of security issues related to working with offenders
- To be able to communicate effectively, verbally and in writing
- To be able to collect and use data to make effective management decisions
- A strong and consistent moral compass and the ability to provide value based leadership (consistent demonstration of Sodexo values).
- Has a concern for prisoner care that reflects Sodexo values and principles

- Demonstrate a commitment to personal development and the development of others
- Flexibility within role to undertake a range of different tasks

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
 Management of Behaviours
 Focus on Five
 Rigorous Management of Results
 Innovation and Change
 Learning & Development
 Brand Notoriety

9. Management Approval – To be completed by document owner

		Date	03/01/17

10. Employee Approval – To be completed by employee

Employee Name		Date	
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