

Job Description: Curriculum Lead – Business Centre

Function:	Justice Services
Job:	Curriculum Lead – Business Centre
Position:	Team Leader
Job holder:	Education Manager
Date (in job since):	
Immediate manager (N+1 Job title and name):	
Additional reporting line to:	Tanvir Hynes, Head of Learning, Skills & Employment
Position location:	HMP & YOI Bronzefield

1. Purpose of the Job

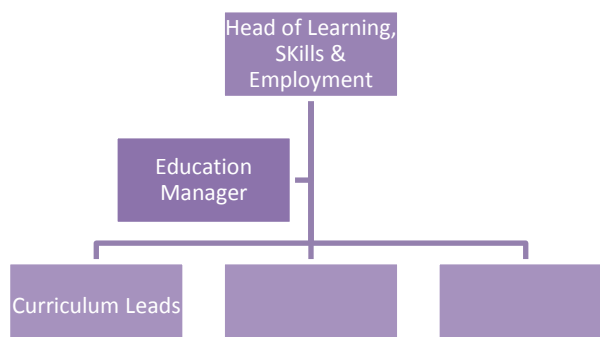
- The Learning and Skills function sits at the very heart of the prison. The role of the Curriculum Lead is to take the Learning & Skills Department forward in improving the quality of provision whilst also making sure that demanding Service Delivery Targets are met each year. Reporting to the Education Manager, this is a crucial role at Bronzefield as the focus will be 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.

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					
	Net income growth:	tbc		Outsourcing growth rate:	n/a	HR in Region	tbc
	Cash conversion:	tbc					

Characteristics ■ Team of vocational tutors x 9

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

- To support the Education Manager and the Head of Learning & Skills to take the workshops forward in improving the quality of provision whilst ensuring the service delivery targets are met each year.
- The focus of the workshops is to deliver market entry qualifications and work experience within real settings that will assist prisoners to return into the community without re-offending including a Salon, Call Centre, Business Enterprise, Coffee Shop plus vocational courses including Horticulture, Painting & decorating and Cleaning
- To manage the workshop tutors and to be accountable for leading, managing and developing the subject/curriculum area.
- To manage and deploy workshop staff and the financial and physical resources within the department effectively to support the department.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for learners studying within the workshops in prison and across the establishment.
- Lead in quality assurance across the prison

5. Main assignments

- 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 quality assurance information at monthly sub group meeting 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
- Work with the Education Manager to ensure that staff development needs are identified by undertaking Performance Development 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.
- Covering classes where 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.
- Ensure effective communication, 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
- 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.

- Effectively plan courses and lessons by preparing and using schemes of work and lesson plans for all classes for the benefit of the learner as for evidence at inspection/lesson observations.
- 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 take up in the workshops within normal work hours and out of normal work hours.
- Monitor take-up of taught courses 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.
- Work with the LDD team 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

- 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

Essential

- Full teaching/Assessors qualification
- Recognised Level 4 qualification in a vocational area
- Have an interest in the rehabilitation and resettlement of offenders.
- 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 (or a willingness to gain the qualification)

8. Competencies

<ul style="list-style-type: none"> ▪ Growth, Client & Customer Satisfaction / Quality of Services provided 	<ul style="list-style-type: none"> ▪ Leadership & People Management
<ul style="list-style-type: none"> ▪ Rigorous management of results 	<ul style="list-style-type: none"> ▪ Innovation and Change
<ul style="list-style-type: none"> ▪ Brand Notoriety 	<ul style="list-style-type: none"> ▪ Business Consulting

	■ Commercial Awareness	■ HR Service Delivery
	■ Employee Engagement	
	■ Learning & Development	

9. Management Approval			
Version	2	Date	August 2018
Document Owner	Tanvir Hynes		