

Job Description: Learning & Skills Manager

Function:	Justice Services
Position:	Learning and Skills Manager (Education Team Leader – J1)
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Head of Regimes
Additional reporting line to:	
Position location:	HMP Northumberland

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

Responsible for ensuring that, through the contract with our Education Provider, residents are provided with learning activities that develop vocational, educational & recreational skills so as to facilitate their successful future resettlement. Activities provided will:

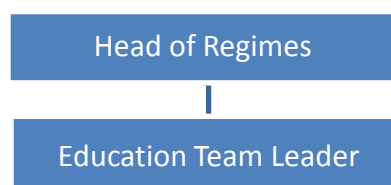
- Meet national standards
- Improve basic skills & employability
- Lead to achievement of NVQ's and other appropriate qualifications

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

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 – 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.

- To participate in training as required in order to keep up-to-date with all mandatory and refresher training.
- To be committed to personal development.
- Work with Regimes function to ensure residents are allocated and attend their required activities to ensure their individual needs are met.
- Development of work-based academy model

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

- To ensure the development and implementation of an integrated learning programme encompassing education, vocational, work and recreational skills development that encourages participation by residents
- Ensure that Prisoners are assessed for educational and vocational needs during induction.
- Liaise with relevant Government and Non-Government bodies and our education provider, to ensure the maintenance of educational standards
- Ensure the availability of an appropriate, progressive and constructive curriculum, providing residents with suitable opportunities to gain employment upon release
- Ensure that opportunities provided for residents are relevant to the current job market
- Ensure that all educational, vocational and recreational activities are delivered in a coordinated and integrated manner, that meet sentence planning and National Careers Service requirements
- Embed the Resident Individual Employment and Training Portfolios which captures achievements and progression
- Embed a learning culture in all resident work areas
- Introduce Social Enterprise in selected vocational workshops
- Monitor and evaluate all activities including preparing information for the Quality Improvement Group (QIG) and Governance Meeting
- Work closely with the contracted Education Manager and other key stakeholders
- Conduct regular inspections and assurance checks of learning and skills delivery
- To undertake duties as required that will contribute to the effective operation of HMP Northumberland
- Work closely and engage with potential employers both internally and externally..

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.

- Meet national standards
- Ensure, through regular monitoring and evaluation, that the Education Contractor meets their agreed contractual targets, including maximizing value for money and efficiency
- Lead to achievement of NVQ's and other appropriate qualifications
- Ensure the curriculum is maximised within budgetary requirements
- Be able to evidence that residents leave HMP Northumberland having made measurable progress, both educationally and vocationally

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

- Relevant national qualification and/or significant experience in adult learning and skills delivery
- Experience working with NVQ framework (advantageous)
- Understanding of correctional theory concerning offender rehabilitation
- Effective analytical and problem solving skills
- Managerial experience
- Effective interpersonal & communication skills, both written and verbal

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

<input type="checkbox"/> Growth, Client & Customer Satisfaction / Quality of Services provided	<input type="checkbox"/> Leadership & People Management
<input type="checkbox"/> Rigorous management of results	<input type="checkbox"/> Innovation and Change
<input type="checkbox"/> Brand Notoriety	<input type="checkbox"/> Business Consulting
<input type="checkbox"/> Commercial Awareness	<input type="checkbox"/> HR Service Delivery
<input type="checkbox"/> Learning & Development	

9. Management Approval – To be completed by document owner

Version		Date	
Document Owner			