

Job Description: Education Manager



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

1. Purpose of the Job

The Learning and Skills Department sits at the very heart of Bronzefield – providing purposeful activity for all Residents. The role of Education Manager will demonstrate a clear and decisive leadership 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 to ensure a needs led service is offered.

The main aims of the role are:

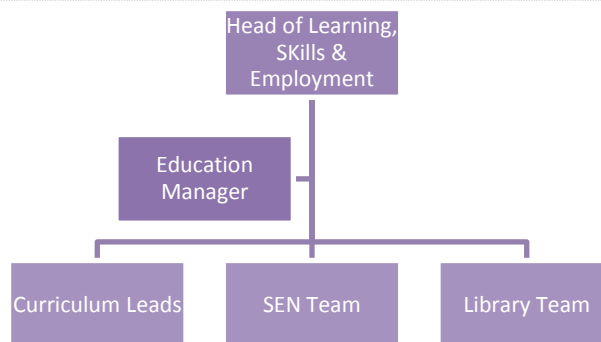
- Lead the department to raise standards
- Improve quality
- Implement targets
- Continuous performance
- Inspire and challenge staff
- Create a dynamic culture of innovation and outstanding learning, teaching and student success
- Liaise and work closely with all prison staff and other key stakeholders to ensure a coherent and successful delivery of the learning and skills service
- 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 2 team leaders, 3 x SEN Team and 3 x IAG/Library▪ Prison holds approx. 570 prisoners								

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.

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4. Context and main issues

- 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, the SEN Team and the IAG team
- 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
- Facilitate TLA
- Support Tutor CPD sessions
- Analyse and interpret all qualification data
- Monitor the qualification budget

5. Main assignments

- Lead and manage the Education, Workshops, Library Team and SEN Team
- Manage the recruitment and selection process for the Team,
- Support the training and development of staff, maintaining accurate CPD logs
- Effectively 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 a learning culture in all residential areas
- Ensure that students receive the highest standards of teaching, learning and support
- Lead and manage the curriculum development, innovation and organization across the department
- Embed quality across the provision in line with HMCIP/Ofsted expectations and policies and procedures
- Conduct regular assurance checks of the L&S delivery
- 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 and present it at the QIG, focusing on student success through high retention and achievement rates
- Line Manage the LDD Team 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

- Support Tutors to engage all learners including those that demonstrate more challenging needs
- 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 working alongside the Rehabilitative team and engaging with any potential employers both internally and externally
- 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
- Co-ordinate 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

- 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.

7. Person Specification

- Full Teaching qualification – DET or PGCE
- Managerial experience
- IQA qualification/Verifier Award
- Experience of developing, leading and managing a team effectively in a challenging environment
- Curriculum Development experience
- 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 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
- Display and energy and drive to work proactively and effectively in a busy environment

8. Competencies

▪ Growth, Client & Customer Satisfaction / Quality of Services provided

▪ Leadership & People Management

■ Rigorous management of results	■ Innovation and Change
■ Brand Notoriety	■ Business Consulting
■ Commercial Awareness	■ HR Service Delivery
■ Employee Engagement	
■ Learning & Development	

9. Management Approval

Version	2	Date	April 2018
Document Owner	Tanvir Hynes		