

# JOB DESCRIPTION

**POST TITLE:** CURRICULUM MANAGER – HMP ROCHESTER  
**POST NUMBER:** WREQ2428  
**GRADE:** MANAGEMENT SPINE

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## JOB PURPOSE

Are you looking for a career where you can change lives? You will have a unique opportunity to enrich the lives of adult learners by being responsible for managing the daily operations of the Weston College prison education.

To work under the direction of the Prison Education Framework (PEF) Lot Manager to deliver an innovative and relevant curriculum that meets the PEF contract requirements. To enable high quality teaching within a number of designated establishments to meet identified learning needs and support the reducing re-offending agenda and improve employability and resettlement prospects.

You will be responsible for supporting the teaching teams within a number of prisons and the Lot Manager maintain positive working partnerships with Governors, Heads of Reducing Re-offending and Learning and Skills Managers within the prisons to ensure:

- efficient curriculum planning and delivery to meet PEF targets;
- knowledge and experience of PEF funding methodologies to monitor and maximise income;
- proactive data analysis to limit and resolve delivery deficits;
- proactive and regular analysis of performance of the department such as progression, success rates and quality of teaching
- effective staffing levels, management and training;
- positive learner feedback and outcomes;
- readiness for successful HMIP / Ofsted inspections;
- meet and role model the requisite behaviours as required by the PEF contract
- management of additional contracts such libraries and DPS

You must be qualified and experienced teacher with an understanding of current pedagogical research and an associated range of inspirational teaching methodologies to maximise engagement and progression, including meeting the needs of SEND learners. You will be fully conversant with the challenges and change needed to respond to National, Regional and Local priorities as well as Weston College, MoJ, HMPPS and Ofsted visions,

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strategies and expectations. A flexible, positive and quality focused approach is essential.

Proven competence, outcome focus and robust monitoring of key performance indicators will be required in order to raise and maintain high standards as well as ensuring PEF contract and financial targets are met.

Key performance indicators will be agreed annually to support consistency across the contract whilst acknowledging local requirements.

You will also be proactive and show an ability to work and take direction from other college support departments such as Lot Partnership Manager, Exams, MIS, HR and Quality.

## **KEY RESPONSIBILITIES**

As post-holder you will be accountable to a Lot Manager in ensuring the following:

- Effective leadership, motivation and line management of the Weston College team
- Ensuring regular meetings as designated under the PEF contract.
- Ensuring appropriate recruitment, scheduling and utilisation of staff whilst assuring the quality of their work.
- Monitoring and positively contributing to effective delivery of all targets including but not exclusively, recruitment, retention, achievement, success, and the teacher quality management plan.
- Ensuring compliance with and implementation of Weston College HR Policies including the effective management of performance, grievances, disciplinary and absence management processes in order to promote good employee relations and promote staff wellbeing.
- Successful delivery of the contracted and funded curriculum through regular monitoring, promoting and exceptional deployment of resources.
- Collection, analysis and management of appropriate statistical data to improve the provision and curriculum planning.
- Creating and maintaining a vibrant, high quality, positive student centred ethos.
- Delivery of high quality curriculums that exceeds learners' expectations through the implementation and continued review of Weston College quality assurance procedures.
- Positive promotion and marketing of the Weston College curriculum offer to learners, partners and all stakeholders through excellent communication and a thorough understanding of education.

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- Enhancing progression opportunities for all learners including promoting and engaging with employers and employment opportunities linked to all courses.
- Lead and manage the robust monitoring of internal verification and quality assurance systems in conjunction with awarding body criteria and Weston College procedures including professionally overseeing External Verification meetings.
- Delivery of outstanding teaching and assisting in raising Teaching and Learning standards across the curriculum as an inspirational leading practitioner and as a line manager.
- Successfully contributing to the future planning of the curriculum and working in partnership with the prison to ensure a fully appropriate and deliverable curriculum for the prison that meets local, regional and national employer needs.
- Effectively managing the budget for resourcing courses and working with the Lot Manager to monitor this.
- Identifying and implementing staff development needs through a culture of continued professional development.
- Creation of the self-assessment reports and position statements and monitoring and utilising the quality improvement plan and other processes in line with the Weston PEF quality calendar.
- Representing Weston College professionally on a range of local and regional committees and in activities to promote Offender Learning and the curriculum.
- Ensure compliance with prison and PEF contract security requirements

## **GENERIC RESPONSIBILITIES**

The Curriculum Manager will be responsible for the successful delivery of the full Weston College contracted curriculum at the relevant prison including quality improvement and control, the evaluation of learning programmes and the scheduling and utilisation of all Weston College staff. You will work as part of a management team with a number of Assistant Curriculum Managers and with direction from your Lot Manager to ensure full operational delivery in collaboration with the Prison Head of Learning or appropriate designated Prison Service person.

## **HEALTH AND SAFETY**

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to and

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comply with both the prison and Weston College's Health and Safety, Equal Opportunities, ICT, Social Media and Safeguarding Policies in respect to their specific duties and responsibilities.

## STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

## CONDITIONS OF SERVICE

The College standard Contract of Service for Management Spine staff applies.

## **SALARY**

Management Spine 0 - 2: £34,469.00 – £36,727.00 per annum, plus up to 5% PRP.

## **HOURS**

Hours of attendance: 37 hours per week.

Annual leave: 318.5 hours per annum, inclusive of statutory bank holidays.

Weston College reserves the right to direct up to 10 days of your annual leave entitlement for efficiency purposes.

Each prison Management team will jointly deliver up to 828 hours as per the need of the establishment and as directed / monitored by the Lot Manager. Teaching commitment will be determined by the establishment structure, curriculum design, contract value, staffing and delivery imperatives.

This role will require travel between a number of sites.

***Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.***

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at Grade C/4 or above (or equivalent), including English Language and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English Language or be willing to undertake the qualification whilst in post.</i>	✓	
A Degree, or professional qualification, which is appropriate to the work. <i>In relation to vocational teaching posts an appropriate qualification in that field will be deemed satisfactory.</i>	✓	
Leadership and management experience ideally in an education or custodial setting.	✓	
A Teaching Qualification at level 4 and above.	✓	
Postgraduate and/or relevant professional experience in education		✓
Excellent computer literacy skills including an up to date knowledge of Microsoft Office.	✓	
Highly motivated and a track record of motivating and leading a diverse staff group through exceptional interpersonal and communication skills	✓	
Knowledge and experience of managing contracted delivery or project management and business planning		✓
Excellent organisational and time management skills	✓	
Knowledge of awarding body requirements for External verification and experience of quality assurance procedures.	✓	
Knowledge of self- assessment processes in education and quality improvement including a proactive and innovative approach to curriculum design		✓
Setting and achieving high standards for self, staff and students	✓	
Excellent partnership working skills	✓	

\* All candidates for teaching posts must possess a recognised teaching qualification or be prepared to gain (with the assistance of the Offender Learning Services) a L5 teaching qualification within the first 2 years of service.