

JOB DESCRIPTION

POST TITLE: LOT MANAGER – PRISON EDUCATION
FRAMEWORK (PEF)
POST NUMBER: WREQ3825
GRADE: MANAGEMENT SPINE

JOB PURPOSE

To work under the direction of the Prison Education Framework (PEF) Senior Management Team to develop and deliver an innovative and relevant curriculum that meets the PEF contract requirements. Teaching must be maintained at a high standard within each establishment to meet identified learning needs, improve employability and resettlement prospects and reduce re-offending.

The person responsible will be accountable for supporting Curriculum Managers and teaching teams within each establishment and maintaining 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 targets;
- knowledge and experience of PEF funding methodologies to monitor and maximise income;
- proactive data analysis to limit and resolve delivery deficits;
- effective staffing levels, management and training;
- consistent high quality teaching and learning;
- positive learner feedback and outcomes;
- readiness for successful HMIP / Ofsted inspections;

You will be a qualified and experienced teacher with an understanding of current pedagogic research and an associated range of inspirational teaching methodologies to maximise engagement and achievement, 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, strategies and expectations. A flexible, positive and entrepreneurial approach is essential, coupled with the ability to demonstrate strategic vision and development of educational partnerships to improve prison education.

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

Management of up to five establishments will be expected.

KEY RESPONSIBILITIES

Under the direction of the Lot Director to work closely and collaboratively to provide dynamic, effective leadership, efficient delivery of the PEF and DPS contracts, prompt, appropriate communication and flexible approach.

Curriculum Planning

To assume a proactive role in the annual PEF delivery planning process providing expert advice and support to develop an appropriate and cohesive curriculum at establishment and Lot level using analysis of LMI, employer, government initiatives and agendas and awarding organisation portfolios to ensure the provision offers relevant qualifications, avoids duplication and maximises learner opportunities.

Financial Accountability

To ensure the annual delivery plans are cost effective and delivered within agreed establishment and Lot level financial constraints to meet budgetary and contractual targets. To plan effective staff appointment, utilisation and resource management whilst exploring additional opportunities / funding to enhance delivery. To provide accurate and timely delivery data to the Lot Director for monthly contract invoicing.

Contract Management

To regularly monitor the delivery of the PEF and DPS contracts at local and Lot level to ensure compliance and proactively resolve deficits and deviations. Adhere to contractual constraints and robust management of performance KPIs. To meet deadlines and provide accurate contractual and commercial information. To attend and contribute to local and Lot level Governance and Performance meetings representing Weston College

Engagement with Key Stakeholders

In conjunction with the Lot Director, lead on and have overarching responsibility for relationships with key stakeholders, to include the MOJ, HMPPS, Prison Governors and Managers, New Futures Network, and Weston College SLT. To take an active part in Employer engagement and agencies to support learners upon release.

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Quality

To rigorously lead and implement quality processes at establishment and Lot level working closely with the Quality Director and Quality Managers. To monitor the Teacher Quality Management Plan and ensure contractual targets are met. To play an active part in preparing for and during HMIP / Ofsted inspections and hold Curriculum Managers accountable for all quality processes and expectations.

Data Analysis

To effectively and routinely produce and analyse all data relevant to the PEF contract. To include but not limited to; success and achievement data, achievement gaps, learner satisfaction, attendance and progression data. Non-accredited, Open University, distance learning, financial and performance statistics. To produce action plans and implement improvement measures when appropriate.

Staff Management

To work with Curriculum Managers to ensure the contract is delivered on a local basis. Oversee the decisions and running of the sites, devolving responsibility as appropriate to the establishment Curriculum Manager. To follow all HR procedures including recruitment, induction, appraisal, performance management and capability. To lead, inspire and coach Curriculum Managers, lecturers and support staff in delivering a quality and cost-effective model. To ensure timely and accurate compliance with all procedures and deadlines issued by the College's central Business Support departments, for self and all reporting staff.

CPD

To facilitate and support the development of staff Continuous Professional Development. To create cohesive and collaborative teams, ensuring the development, maintenance and sharing of outstanding teaching and learning practice, assessment and resource development across all aspects of the work.

Partnership Working

Work with the Lot Director and wider team to build, maintain and develop effective relationships with a range of partners including prison colleagues, local colleges, local providers, and third sector organisations. To support the embedding of Personal Learning Plans to support prisoners' continued learning journeys across the Lot and on release and into, where appropriate, mainstream provision and employment.

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Innovation / Digital Technology

To ensure all ICT security procedures are understood and adhered to. To support the Digital Manager and be proactive in the development of digital innovation (including Virtual Campus) to enhance the learner experience. To work with the Lot establishments to support, embed and utilise new digital initiatives as approved and assured by HMPPS / MoJ.

Resources

To plan and utilise resources appropriately and to their full potential to deliver a robust, dynamic and cost effective provision to enhance the learner experience and maximise outcomes. To manage material budgets and maintain accurate asset registers, following appropriate protocols to maintain and service equipment, acquire new or dispose of redundant resources safely and securely.

Security and Health & Safety

To work with the College and Prison Health and Safety to ensure safe working practices for all staff and learners, ensuring College and Prison Health and Safety requirements are in place and met across the prisons. To ensure that all staff operate within HM Prison Service Security requirements and the appropriate Prison Service Orders and Instructions.

GENERIC DUTIES

The person appointed will, in addition to the tasks outlined above, support and complement the team to fulfil the following generic duties:

- To ensure that all aspects of activity are kept under review, developed as necessary, reflect a client centred provision, implement approval procedures and ensure subsequent delivery meets approved criteria.
- To promote total quality in all aspects of external activity.
- To undertake responsibility for the Health and Safety activities as detailed in the College Health and Safety Policy Statement and Operating Manual.
- To comply with all College policies and procedures.
- To engage in continuous professional development.
- To carry out such other duties as required by the Principal and commensurate with the grade of the post.

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KEY TARGETS

This post has key targets that are required for the success of this position. These targets will be set and agreed annually, normally prior to the start of the academic year. Targets will be process monitored and updated on a regular basis.

The following is a list of areas for which targets will be set, whilst this list covers key areas it is not exclusive and is likely to change in line with external and internal strategies.

- Curriculum development
- PEF / DPS contract targets – delivery; maximisation of funding; success rate
- Quality of teaching and learning
- TQMP targets
- Quality assurance – internal and external audits and reports; HMPPS / Ofsted inspections
- Staff performance, management and CPD
- Resource utilisation and budget management
- Learner engagement, progression and satisfaction
- Improved and increased use of ICT / VC
- Strong and effective prison and partner relationships
- Employability, entrepreneurship and enterprise

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 Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.



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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, Points 9 – 11: £46,427.00 – £49,106.00 plus up to 5% EPP (Exceptional Performance Payment)
Car allowance of £4,200 per annum.

HOURS

Hours of attendance: Full-time, 37 hours per week.

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

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

LOCATION

This position is Home Based/Weston-super-Mare Regional Office/within Prison network to be directed by the College.

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 4/C 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	✓	
Relevant successful teaching experience	✓	
A Teaching Qualification	✓	
Successful outcome-focussed management experience within prison education	✓	
Computer literacy and report writing	✓	
Knowledge and experience of current teaching and learning research and strategies	✓	
Postgraduate and / or relevant professional experience	✓	
Committed to achieving "outstanding quality"	✓	
Highly motivated and ability to motivate staff	✓	
Excellent Organisational Skills	✓	
Excellent Interpersonal Skills	✓	
Ability to work as part of a team	✓	
Excellent Communication Skills	✓	
Proactive and innovative approach to curriculum design	✓	
Setting and achieving high standards for self, staff and students	✓	
Promoting a culture of involvement, listening and responsiveness to Learners' needs	✓	



PERSON SPECIFICATION

Experience in developing and delivering staff training	✓	
To have a proven track record of effective change management, successful relationship building, partnership working, problem resolution and outcome achievement	✓	
Working Knowledge of and Proven Competence in: <ul style="list-style-type: none">• PEF contracts and funding methodology;• Retention, achievement and success rates;• Quality processes and procedures used at Weston College;• Current teaching and learning research and pedagogy;• Teacher Training qualifications and delivery models;• Ofsted requirements and EIF for FE and prison education.	✓	
Highly professional in conduct and approach	✓	
Full driving license and access to own vehicle	✓	

The successful candidate will be required to obtain the appropriate prison clearance before starting the role and maintain this throughout employment.