

JOB DESCRIPTION

POST TITLE: WORKFORCE DEVELOPMENT AND
STRATEGIC LINK FOR ENGLISH AND MATHS
– PRISON EDUCATION

POST NUMBER: WREQ3841

GRADE: MANAGEMENT SPINE

JOB PURPOSE

The post-holder will be responsible for management, delivery, development and co-ordination of Prison Education staff development across all prisons within the Weston College Group.

The role will focus on the training, development and support of unqualified teachers and induction of new staff.

To develop reading and numeracy strategies across Weston Prison Education and support the implementation and development within the prisons, including any requisite training for staff to enable delivery of the strategies.

The post-holder will be managed by the Operational and Performance Director however the strategic direction will be led by the Director of Quality and Workforce Development

KEY RESPONSIBILITIES

- Lead and co-ordinate Teacher Training programmes (Level 3 Award, Level 4 Certificate, Level 5 Diploma in Education and Training and TAQA) ensuring staff experience and progress is outstanding.
- Develop the Teacher Training offer ensuring that relevant qualifications are curriculum planned and promoted.
- Work with HR and Lot Directors to ensure all contractual reporting requirements surrounding workforce development and maintained and provided on a quarterly basis.
- Construct and co-ordinate delivery models and course timetables ensuring trainees can access their learning sessions and all sessions are appropriately staffed.
- Ensure all awarding body requirements are met to an outstanding standard.
- Provide high quality teaching, learning and internal moderation across a range of courses.
- Observe trainee teachers in their workplace and provide effective developmental feedback.

JOB DESCRIPTION

- Ensure the mentoring of new and unqualified teachers is effective and meets awarding body requirements and best practice standards.
- Provide progression and careers advice and guidance for trainees.
- Develop an innovative and effective reading and numeracy strategies across the PEF/G4S contracts that meets the requirements of Ofsted and HMPPS
- Implement the strategy in across all prisons within the Weston College Group liaising with Lot Managers and relevant HMPPS staff.
- Report quarterly on progress and impact of reading and numeracy strategies.
- To provide corrective action/training for each prison where Ofsted has highlighted concerns about reading.
- Provide suitable training for staff across all prisons within the Weston College Group to enable the realisation of the reading and numeracy approaches.
- Liaise and work in conjunction with quality managers and LDD managers across all sites.

GENERIC RESPONSIBILITIES

In addition to the requirements of the post above, all members of the management academic staff are required to:

- Complete all associated organisation/administrative work, preparation and marking.
- Keep and maintain specified student and class records.
- Plan, prepare, develop and evaluate courses and course materials, and where appropriate supervise course provision.
- Assist with administration, enrolment, pre-enrolment counselling and identification of customer requirements.
- Participate and undertake Staff Appraisal and in-service training based on an assessment of individual service needs.
- Meet the requirements of the Health & Safety at Work Act 1974 and the College's Health & Safety Procedures.
- Be prepared to operate on a flexible year as required;
- Undertake such duties as may be reasonably required commensurate with the grade of the appointment.



JOB DESCRIPTION

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.

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, 4-7:	£40,575.00 - £44,078.00 per annum Car allowance of £4,200 per annum.
------------------------	---

HOURS

Hours of attendance:	Full-time, 37 hours per week (some evening work may be required).
----------------------	---

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 & Kent Regional Offices/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 Mathematics and English. <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.	✓	
A Teaching Qualification (minimum DTLLS, DET, or PGCE)	✓	
MA in Education (or similar)		✓
Relevant successful teaching experience in Further and/or Higher Education (min 5 years)	✓	
Experience of delivering teacher training qualifications.	✓	
Experience of mentoring, supporting, developing, and coaching teaching staff	✓	
Extensive knowledge of teaching, learning and assessment approaches and pedagogy	✓	
Outstanding record of delivering excellence in teaching & learning.	✓	
Setting and achieving high standards for self and students.	✓	
Promoting a culture of involvement, listening and responsiveness to Student's Needs.	✓	
Excellent communication skills.	✓	
Competence in IT.	✓	
Highly motivated.	✓	
Excellent organisational skills.	✓	
Excellent interpersonal skills.	✓	
Ability to work as part of a team.	✓	

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