JOB DESCRIPTION

POST TITLE: ASSISTANT CURRICULUM MANAGER – HMP ELMLEY
POST NUMBER: WREQ3034
GRADE: MANAGEMENT SPINE

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 Curriculum Manager to assist and deliver an innovative and relevant curriculum that meets the PEF contract requirements. To enable high quality teaching within the establishment/s to meet identified learning needs and support the reducing re-offending agenda and improve employability and resettlement prospects

You must be a 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, strategies and expectations. A flexible, positive and quality focused approach is essential.

You will be expected to maintain a teaching commitment.

The Assistant Curriculum Manager should be ready and able to deputise for any Prison Curriculum Manager on any area of the Weston College contracted delivery and responsibilities. This role can also be used to support curriculum managers throughout the Lot as directed by the Lot Manager.

KEY RESPONSIBILITIES

As post-holder you will be accountable to the Curriculum Manager and play a crucial supporting role in ensuring the following:

- Effective leadership, motivation and delegated line management of the Weston College teaching or administration team.

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- Assisting with the recruitment, scheduling and utilisation of staff whilst assuring the quality of their work.

- Positively contributing to the effective monitoring and delivery of all targets including but not exclusively, recruitment, retention, achievement, success, quality and attendance and the teacher quality management plan.

- Working with the CM to Ensure 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 curriculum through regular monitoring, promoting and exceptional deployment of resources.

- Delivery of a high-quality curriculum 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.

- Enhancing progression opportunities for all learners including promoting and engaging with employers and employment opportunities linked to all courses.

- Support appropriately and as delegated with 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.

- Identifying and implementing staff development needs through a culture of continued professional development.

- Supporting with the 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 Prison Education and the curriculum of the relevant prison.

- Ensure compliance with prison and PEF contract security requirements

GENERIC DUTIES

The Assistant Curriculum Manager will be responsible for high levels of teaching and learning and supporting the management of staff to deliver the education contract.

As the Assistant Curriculum Manager you will be expected to role model the associated behaviours as required by the PEF contract.

The generic duties and responsibilities of an Assistant Curriculum Manager are linked to those of the Curriculum Manager and will be apportioned appropriately in each individual prison.

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 comply with Weston College's Health and Safety, Equal Opportunities, ICT, Social Media and Safeguarding 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 A - 0: £33,603.00 – £34,642.00 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.

Teaching contact hours: 828 per annum
(Plus remission depending on income generated by the contract)

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.

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 or above (or equivalent), including English Language and Mathematics. *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.*	✓	
A Degree, or professional qualification, which is appropriate to the work. *In relation to vocational teaching posts an appropriate qualification in that field will be deemed satisfactory.*	✓	
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 setting high standards for self and others	✓	
Experience of or able to demonstrate the ability to motivate and lead others 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		✓
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 Weston College) a L5 teaching qualification within the first 2 years of service.

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