



Student Support Recruitment Worker

Location: HMP Winchester

Hours: £14,910 - £19,525 per annum

Salary: 37 hours per week, 52 weeks per year

Reporting To: Education Manager

Function:

- To support student success through the provision of initial assessment of students and inform enrolment onto appropriate programmes of learning.
- To promote the benefits of education and be actively involved in all aspects of student recruitment and programme marketing.
- To work in partnership with HMPPS and other agencies to develop and deliver support services for prisoner learners.

All staff at Milton Keynes College are expected to demonstrate uncompromising ambition, for the success of our students, our staff and our stakeholders of our College. You will contribute to the strategic direction of the College and achievement of consistent overall improvements in student success rates.

PRINCIPAL ACCOUNTABILITIES:

- Maximise the recruitment of students onto learning programmes and support their learning goals within the prison; promoting the College delivery through classroom style workshops and one to one discussions.
- Provide appropriate guidance to students when selecting courses and support the education allocation process.

- Deliver a range of ICT/paper based initial assessment screening assessments to support the identification of students learning goals within the prison.
- Carry out general administrative tasks to ensure the efficient operation of the assessment and recruitment process including:
 - Monitoring the delivery of assessment and screening programmes
 - Collating and analysing data
 - Creating and maintaining filing systems
 - Designing and producing documents
 - Use of appropriate databases and spread sheets
- Liaise with teaching staff regarding marketing activity around the department and the wider establishment.
- Work in partnership with appropriate partner agencies to support the induction process for all new prisoners.
- Support the setting up of student files and individual learning plans (ILPs) according to OLASS and Milton Keynes College systems
- Produce reports as required by the Education Manager
- Maintain College, student and Prison Service information databases as appropriate, and provide additional administrative support for the department where required.
- Liaise with other areas of the prison or College and represent the education department to other areas.
- Be a member of agreed departmental committees and working groups.
- Operate at all times within the written specifications of the Prison's security manual.

- Undertake development and training to further your own operational competence, including prison specific mandatory training, and to become involved with relevant staff development activities within Milton Keynes College.
- Optimise learner success by supporting the provision of high quality learner experiences.
- Undertake any other duties as required by the Education Manager consistent with your experience and qualifications.
- Carry out duties at all times in accordance with the College's equal opportunities, health and safety and risk management policies and procedures.
- Promote by consistent example internally and externally the philosophy and value of the College.

The duties of the post may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. It is the duty of all Milton Keynes College personnel to take all reasonable care of themselves and of other persons who may be affected by their acts or omissions.

It is the policy of Milton Keynes College to recognise and encourage the valuable and enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the institution. The College, therefore, aims to provide an education service, which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination.

Milton Keynes College is committed to promoting the safety and welfare of children, young people and vulnerable adults and this is a responsibility of all staff. All employees must demonstrate suitability for working with children, young people and vulnerable adults.

The College is actively committed to Sustainable Development through the learning opportunities it delivers, its management of resources and its engagement with communities. In line with legislation aimed at creating a smoke-free England, the College is working towards becoming a smoke-free environment. We will actively support those who wish to give up smoking by providing access to information and individual support.

As a Private Sector organisation we have public duty responsibilities including but not limited to the Equality Act 2010.

The requirement of this role is to work across the whole prison estate, on all wings where education is delivered

Our Values

Our values represent the aspirations of our individual and collective behaviour. They guide our day-to-day decision-making. In order to achieve our vision, we will endeavour to put these values at the heart of everything we do.

To **inspire** – where everyone motivates, engages, challenges, and stretches each other

To strive for **excellence** – where everyone recognises their own potential and becomes the best they can be

To demonstrate **integrity** in all we do – where everyone is committed to being open, honest and doing the right thing

To show **respect** – where we listen, consider the views of others and value everyone

To **innovate** – where new ideas and thinking are generated around people, products and processes

Role Specification

	Essential/ Desirable	Assessment Method
Qualifications		
Good basic general education including GCSE (or equivalent) in Maths and English at Grade C or above.	E	A
Hold a teaching, administration or customer services based qualification at level 2 or above.	D	A
Information, Advice and Guidance Qualification at level 3 or above	D	A
Experience		
Proven experience of presenting to groups	E	A
Proven customer service or promotional experience.	D	A
Experience of working with students who may have little experience of education and training.	D	A/SP
Knowledge, Skills and Abilities		
Good IT skills with experience of word processing, spreadsheets, databases, email and internet systems.	E	A
Experience of ICT based assessment packages.	D	A
Accuracy and precision in written presentation	E	A
Sensitive to the complexities of prisons or closed institutions and have the ability to work positively within the inherent restraints.	E	SP

A willingness and ability to assume responsibility and to see through detailed tasks	E	SP
Good communication skills both written and verbal	E	SP
Commitment to students and students' success	E	SP
Able to motivate self and others	E	SP
Have thinking ability: able to plan, communicate and problem solve effectively	E	SP
Good organisational skills	E	SP
Ability to work under pressure and meet deadlines	E	SP
Self-managing/reflective	E	SP
Qualities		
Open/Reflective/Warm	E	SP
Enthusiastic and self-aware	E	SP
Creative and Flexible	E	SP
Team focussed	E	SP
Reliable, Adaptable and Dependable	E	SP

More about the College

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Milton Keynes College is a committed “safer recruitment” employer. We take extreme care in ensuring the safety and welfare of children, young people and vulnerable adults. All positions therefore undergo a stringent vetting process to include DBS for all positions.

We want to develop a more diverse workforce and positively welcome applications from all sections of the community.

The College is proactively committed to Sustainable Development through the learning opportunities it delivers, its management of resources and its engagement with communities.

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