



Head of Maths and English

Location: Regional - Flexible

Hours: 37 hours per week, 52 weeks per annum

Salary: £43,000 - £45,000 per annum plus travel expenses

Reporting To: Deputy Director - Quality

Function:

To support the development and implementation of Maths, English and ESOL delivery, in particular Functional Skills and drive student success, in conjunction with the Deputy Director: Quality, across all of the Milton Keynes College Offender Learning provision, which includes 27 prisons located in the East, West and South of the country..

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

PRINCIPAL ACCOUNTABILITIES:

- To support the development and delivery of high quality Functional Skills maths and English, unitised and ESOL programmes, within targeted prisons across the offender learning provision
- To work with the Deputy Director: Quality to develop cross regional policies and procedures, quality assurance processes and improvement strategies for English, maths and ESOL
- To assist OLASS Education Managers and the regional teams in preparation for inspection by Ofsted and other external agencies
- To support internal quality reviews across South Central, West Midlands and East Midlands if required.
- To contribute to the Self-Assessment process and Performance Improvement Plan procedure across the regions
- To support offender learning staff with compliance with English, maths and ESOL Awarding Organisations
- To maintain professional standards and expertise by undertaking relevant professional development.
- To develop and maintain quality standards appropriate to the post.
- To conform with the Health and Safety requirements relevant to the post.
- 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 values of the College;

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 will, therefore, aim 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. All positions require a DBS check.

The College is also proactively 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 a smoke-free environment. We will actively support those who wish to give up smoking by providing access to information and individual support.

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

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

Role Specification

	Essential/ Desirable	Assessment Method
Qualifications		
Degree or equivalent qualification	E	A
Teaching qualification (QTLS as appropriate)/ Assessor/Verifier Award	E	A
English or Maths expertise/specialism	E	A
Experience		
Proven education experience in the areas of Functional Skills maths and English	E	A
Evidence of providing support/training for teachers to provide high quality effective learning experiences	E	A
Leading Functional Skills innovation and development that results in high student success	E	A/SP
Evidence of working with offenders either in a custodial or community setting	D	A/SP
Supporting the Self-Assessment process and a track record in the management of quality improvement with evidence of raising standards	E	A/SP
Experience in supporting managers and staff in preparation for and during an Ofsted Inspection	D	A/SP

Knowledge, Skills and Abilities		
Knowledge of current relevant initiatives within FE, and Functional Skills	E	A/SP
Cultivate an aspirational culture in which the team and learners can thrive and grow	E	A/SP
Strong motivation to lead the achievement of success	E	SP
Have thinking ability: able to plan, communicate and problem solve effectively	E	SP
Excellent communication skills both written and oral	E	SP
Strong influencing skills and ability to lead and support across the work of the Department	E	SP
Ability to work under pressure and meet deadlines	E	SP
Self-managing/reflective	E	SP
Ability to act as an ambassador for the College with a range of external organisations, stakeholders and the community	E	SP
Entrepreneurial	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
Ability to think and articulate clearly and objectively	E	SP
Sense of fun and lack of pretention	E	SP
Sound judgement	E	SP

A = Application Form SP = Selection Process