



# Vocational Programme Manager

**Location:** HMPYOI Aylesbury, Buckinghamshire, HP20 1EH

**Hours:** 37 hours per week, 52 weeks per year

**Salary:** £28,940 - £34,327 per annum

**Reporting To:** Education Manager

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**Function:** To deliver student success and an outstanding learning experience through the effective delivery, development and co-ordination of designated learning programmes

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:

- Promote by consistent example internally and externally the philosophy and values of the College.
- To lead on the delivery, design, development and co-ordination of programmes ensuring that they meet the needs of the College's students and satisfy internal and external quality assurance criteria; in line with the OLASS Delivery Plan, the College strategic and development plan, the Prison's business plan and those of other key stakeholders.
- To manage the staff who teach on a range of programmes, to include timetabling and deployment of staff, undertaking teaching and learning observations and staff appraisals;
- To take lead responsibility for key tasks which relate to the quality of teaching and learning, as determined annually;

- To collect, manage and analyse appropriate statistical data in order to inform continuous improvement which ensures learner success and achievement of funding
- To have oversight of every step of the student journey ensuring students have an excellent learning experience and succeed;
- To understand the learning needs of the student population and be able to deliver and develop challenging and exciting learning sessions;
- To ensure students across your curriculum area are enrolled on programmes and registered with awarding bodies, ensuring accurate records are maintained with regard to completions, withdrawals and achievement;
- To be responsible for recruitment of students and the promotion of courses in your curriculum area and assist with this for the Education Department as a whole;
- To prepare, teach and mark as required, using value added and other data to set challenging targets;
- To undertake Internal Verification and liaise with the External Verifier as necessary;
- To liaise with outside agencies, including examination boards, as required;
- To chair programme team meetings and exam boards;
- To effectively administer students' learning, ensuring the maintenance of accurate records of learning activities, learners' progress, assessment schedules, schemes of work, course reviews and induction programmes;
- To be responsible for the effective development, use and sharing of student information, materials and resources including initial assessment, Pro-monitor and the VLE (Virtual Campus);

- To take responsibility for your own professional development, attending Staff Development activities as required and actively supporting the development of the work of the Department;
- To play a full part in the College's and Prison's quality assurance procedures and to promote high quality teaching and learning, maintaining and developing a variety of learning materials which meet the needs of a widening participation college, with a diverse student population;
- To ensure that students' have the opportunity to improve their literacy, numeracy and IT skills.
- To operate at all times within the written specifications of the Prison's security manual.
- To model in your day to day practice both internally and externally the philosophy and values of the College and in particular take responsibility for promoting equality and diversity;
- To undertake any other duties as required by the Education Manager consistent with your experience and qualifications.
- To carry out duties at all times in accordance with the College's equal opportunities, health and safety and risk management policies and procedures;
- To teach up to 860 hours a year.

This will be agreed annually on the basis of the number of programmes for which a Programme Manager is responsible and will be ratified by the Centre Director. Notwithstanding the foregoing; the number of hours a Programme Manager teaches is unlikely to be less than 800 annually.

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 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 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
<b>Qualifications</b>		
Degree or equivalent qualification	E	A
Teaching qualification (QTLS as appropriate)	E	A
Assessor/Verifier Award	D	A
<b>Experience</b>		
Teaching/training experience in a relevant discipline/subject area and up-to-date knowledge of this	E	A
Proven experience of line managing staff within a curriculum area	E	A
Evidence of providing high quality effective programmes	E	A
Be able to teach creatively, adapting to the needs of a variety of students and be willing to explore new teaching and learning strategies	E	A/SP
Experience of identifying, developing and sharing resources focused on teaching and learning	E	A
Experience of working with students who may have little experience of education and training.	D	A/SP
<b>Knowledge/Skills/Abilities</b>		
Knowledge of current relevant initiatives within FE, and the vocational area of responsibility	E	A/SP
Accuracy and precision in written presentation	E	A
Good communication skills both written and verbal	E	SP
Commitment to students and students' success	E	SP
Sensitive to the complexities of prisons or closed institutions and have the ability to work positively within the inherent restraints.	E	SP
Strong influencing skills and willingness to collaborate and co-operate	E	SP
Ability to work under pressure and meet deadlines	E	SP
Self-managing/reflective	E	SP
Knowledge of ICLT and willing to learn more	E	SP
<b>Qualities</b>		
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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As a Private Sector organisation we have public duty responsibilities including but not limited to the Equality Act 2010.

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.

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