



Lecturer

Location: HMP Erlestoke, Devizes, Wiltshire, SN10 5TU

Hours: 22.2 hours per week, 52 weeks per year

Salary: Up to £32,578 per annum (FTE)

Up to £19,286 pro rata

Monday – Thursday: 8.15am – 12.45pm

Friday: 8.15am – 12.30pm

Reporting To: Education Manager

Function: To deliver learner success through:

- Effective curriculum and lesson planning which meets individual needs;
- Inspirational teaching;
- Rigorous assessment for learning;

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 play a significant role in the design, development and delivery of programmes of learning which meet the needs of the College's learners and which satisfy internal and external quality assurance criteria; in line with the PEF Delivery Plan, the College strategic and development plan, the Prison's business plan and those of other key stakeholders.
- To understand the learning needs of the student population and be able to deliver challenging and exciting learning sessions.
- To be responsible for recruitment of learners and the promotion of courses in the Department.
- To prepare, teach and mark as required, using data to set challenging targets.
- To undertake internal verification and liaise with the External Verifier as necessary.
- To set and monitor SMART learner targets and use ILPs effectively.
- To assist effective programme delivery by participation in operational management procedures and designated departmental tasks.
- To ensure all students are fully enrolled onto programmes, accurate records are maintained; with completions, withdrawals and achievement documentation completed in a timely manner.
- To assist in the administration of learning and to maintain accurate records of students' learning activities including learners' progress, assessment schedules, schemes of work, course reviews and induction programmes.

- To engage actively in the College's staff appraisal process.
- 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 an equal opportunities college.
- To be a member of agreed departmental committees and working groups.
- To operate at all times within the written specifications of the Prison's security manual.
- To liaise with outside agencies, including examination boards, as required.
- To undertake any other duties as required by the Education Manager consistent with your experience and qualifications.
- To ensure that students' Skills for Life are both developed through and integrated into their learning programmes.
- 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 carry out duties at all times in accordance with the College's equal opportunities, health and safety and risk management policies and procedures.

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.

Milton Keynes College is a committed safer recruitment employer in line with Keeping Children Safe in Education. We take extreme care in ensuring the safety and welfare of children, young people and vulnerable adults. All positions therefore undergo a thorough on boarding process to include DBS. In addition, security clearance is required for all prison services positions.

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		
Relevant degree or equivalent vocational qualification	E	A
Full teaching qualification (DTTLS, PGCE, Cert Ed) or working towards.	E	A
Assessor/Verifier Award	D	A
Experience		
Teaching/training or vocational experience in a relevant discipline/subject area and relevant up-to-date knowledge	E	A
Proven track record of managing and supporting diverse groups of learners through nationally accredited programmes	E	A
Experience of identifying, developing and sharing innovative and creative teaching resources	E	A
Experience of working with students who may have little experience of education and training.	D	A/SP
Knowledge/Skills/Abilities		
Knowledge of current curriculum and accreditation developments within Further Education and specific subject area(s).	E	A/SP
Ability to teach creatively, adapting to the needs of a variety of learners and willing to explore new teaching and learning strategies.	E	A/SP
Good level of IT literacy and willing to develop further	E	A/SP
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
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

A = Application

SP – Selection Process