

Deputy Education Manager

Location: HMP Woodhill, Milton Keynes, MK4 4DA

Hours: 37.5 hours per week, 52 weeks per year

Flexible Working: We welcome applications from those seeking flexible or part time hours

Salary: Up to £35,416 per annum

Apprenticeships: Development opportunities are available through Apprenticeship standards

Reporting To: Education Manager

Closing Date for Applications: Monday 5th July 2021

IN SHORT

Milton Keynes College have an exciting opportunity for a Deputy Education Manager to join our Prison Education team at HMP Woodhill.

As a successful Deputy Education Manager, will work closely with the Education Manager to effectively and efficiently manage all aspects of the department, ensure the day-to-day-smooth running of the department and its staff and support the achievement of outstanding learning, teaching and success. You will support the Education Manager to plan and manage the deployment of staff and resources by supporting the department to deliver high quality courses that meets the needs of the learners, prison and Milton Keynes College.

If you are a highly motivated education professional, with a can-do approach this could be a new challenge and a rewarding role for you!

MK College will treat all applicants fairly and with respect, irrespective of their background, disability or any other individual characteristic. We particularly encourage applications from people with backgrounds which are currently under-represented within Milton Keynes College. All offers made to successful candidates are subject to satisfactory outcomes to a range of pre-employment checks including a Disclosure and Barring Service check (DBS). In addition, security clearance is required for all prison services positions up to Counter Terrorist Check (CTC) level.

OUR BENEFITS

- 35 days annual leave, 3 additional days leave for Christmas to New Year closure and UK Bank Holidays (entitlement will be pro-rated for part-time employees)
- Generous Pension Scheme
- Professional development opportunities, including professional qualifications
- Employee Assistance Programme (EAP) accessible 24 hours per day, 365 days per year
- A variety of amazing discounts with NUS Card
- Employee wellbeing platform with options to book free activities

MAKE A DIFFERENCE

In this role, you will:

- Work with the Education Manager to determine the strategic purpose and direction of the Department;
- Lead and co-ordinate curriculum development and innovation across an aspect of the Department's work;
- With the Education Manager, ensure an innovative, stimulating and flexible provision, which reflects and responds to students' needs and has at its heart a concern for quality.
- Drive learner success, ensuring consistently high retention and achievement rates.
- Ensure consistent and sustained quality improvement, particularly learning and teaching, rigorously implement quality processes and ensure the effective management and use of data.
- Plan, monitor and evaluate the work of the department to ensure the achievement of both departmental and College targets, including recruitment, success, funding and contribution.
- Ensure the effective development and performance management of your staff, including Development and Appraisal Reviews (DARs), induction, probation and performance management as appropriate.
- With the Education Manager, facilitate the development of a cohesive and collaborative team, ensuring the sharing of outstanding teaching and learning practice, assessment and resource development;
- Deploy staff and physical resources to ensure an efficient, effective and appropriate learning environment;
- Support the Education Manager to deliver the Department's budget and resources to ensure they are used effectively and efficiently and that financial targets are met;
- Liaise with the Prison Management Team, community partners, employers and key stakeholders as required;
- Contribute to the wider management and direction of the Prison Education Team and the College;
- Promote by consistent example internally and externally the philosophy and values of the College;
- Teach up to 650 hours annually.
- Be aware and fully committed to Milton Keynes College's Regulations, Strategy and Objectives to work together to advance Equality, Diversity and Inclusion and support the challenging of racism, prejudice and inequality, wherever it is found.

This job description is just a guide; you'll be expected to be flexible and perform any other duties as reasonably required of you by your manager and your role is likely to evolve and develop over time. In all your duties, you will be required to take reasonable care of yourself and ensure the safety of our students, your colleagues and other people with whom you come into contact at the College.

IT'S ALL ABOUT YOU

<p>KNOWLEDGE, EXPERTISE & QUALIFICATIONS</p>	<ul style="list-style-type: none"> • Degree or equivalent qualification • Teaching qualification (QTLS as appropriate)/ Assessor/Verifier Award • Hold a recognised qualification in Leadership & Management (or willing to work towards, by partaking in the College Leadership & Management Apprenticeship Programme) • Proven education management experience
<p>IMPACT</p>	<ul style="list-style-type: none"> • Provide high quality effective learning experiences • Co-ordinate curriculum development and delivery across a range of courses/areas
<p>QUALITY</p>	<ul style="list-style-type: none"> • Support the achievement of outstanding learning, teaching and success • Lead curriculum innovation and development
<p>RESPONSIBILITY</p>	<ul style="list-style-type: none"> • Support the Education Manager in the effective and efficient management of all aspects of the Department's work • Ensure the day to day smooth running of the Department and its staff • Working with offenders either in a custodial or community setting • Manage budgets efficiently and effectively
<p>RELATIONSHIPS & REPUTATION</p>	<ul style="list-style-type: none"> • Lead and support across the work of the department • Excellent communication skills both written and oral
<p>VISION & DIRECTION</p>	<ul style="list-style-type: none"> • Lead the achievement of success • Cultivate an aspirational culture in which the team and learners can thrive and grow

ABOUT US

Welcoming those who want to learn and improve, we focus on meeting individual needs. The College is at the heart of the city's economic vision and community strategy, in addition to being a major employer with over 1,000 people working with us. We build and nurture strong partnerships with the wider community and local businesses with an interest in making the Milton Keynes College Group a safe, innovative and inspiring place in which to learn and work. We are proud to offer an open and inclusive education experience to learners of all levels and backgrounds, with over 3,000 16-19 year olds currently studying with us and a total student population of over 8,000. We offer a broad variety of qualifications, including vocational courses, apprenticeships, higher education, professional certificates as well as employability skills and community training.

Founded on the principle of Further Education's ability to transform lives through learning, we're proud to create an environment that attracts the best staff and students from Milton Keynes and the surrounding areas and supports education in Prisons nationally. The value we gain from the diverse communities we serve is immeasurable. We want all our staff, students and learners to feel they are an integral part of the College and together we will create an inclusive culture where everyone can contribute to College life and our collective knowledge and growth. When applying for a role at the College, you can expect the same level of commitment towards diversity and inclusion as you'll experience when you've started with us. We treat all our applicants fairly and with respect, irrespective of their background, disability or any other individual characteristic. We particularly encourage applications from people with backgrounds which are currently under-represented within Milton Keynes College.

Code Makers Academy is a subsidiary of Milton Keynes College and is the delivery arm of the South Central Institute of Technology. The South Central IoT is a consortium of prestigious partners led by Milton Keynes College. Anchor partners include Microsoft, McAfee, Evidence Talks, Activate Learning, Cranfield University and KPMG.

The College is also a national provider of education services in prisons across the country. For nearly 30 years, we have worked with offenders in both custody, the wider community and currently work with 19 prisons across England; this includes 13 prisons, which make up the Long Term High Security Estate, and 6 category B, C & D men's prisons.

Milton Keynes College is a committed safer recruitment employer in line with Keeping Children Safe in Education (KCSIE). We take extreme care in ensuring the safety and welfare of children, young people and vulnerable adults. **All offers made to successful candidates are subject to satisfactory outcomes from a range of pre-employment checks including a Disclosure and Barring Service check (DBS). In addition, security clearance is required for all prison services positions up to Counter Terrorist Check (CTC) level.**