

## EDUCATION SUPPORT – Training Provided

**Location:** HMP Spring Hill & Grendon, Buckinghamshire, HP18 0TL

**Hours:** Part time / Full Time

**Salary:** Circa £21,500 per annum FTE (pro-rated for Part time roles)

**Reporting To:** Education Manager

### IN SHORT

**If you are organised, empathetic and patient – able to complete administrative duties and reports to a high standard, and interested in working within prison education, then get in touch today!**

**Full Training provided - variety of different support roles available depending on your skillset.**

**Have you ever thought of a career in Prison Education?**

Milton Keynes College Prison Services Team at HMP Spring Hill & Grendon are seeking a number of positive and efficient individuals to help support their education provision, set just outside of Milton Keynes. You will be a team player, with a high standard of verbal and written communication.

There are various duties for non-teaching staff, vital to supporting the learners to achieve and the staff to meet their expected delivery.

- **Student Support Recruitment Worker** – Promoting the benefits of education to learners inside the prison and encouraging them to enrol on courses with education. Confidence in engaging with a wide variety of people, good verbal and written communication
- **Administrator/Exams administrator** – Typical admin role/duties, based inside a prison – supporting the wider education team.

In terms of working hours, we can consider part time hours or partial weeks – but are restricted by the prison regimes to a certain degree. We would need you to be able to work full morning or afternoon sessions or full days, albeit if not 5 days a week (Education finish at lunchtime on a Friday so that is always a half day)

**If you would like to know more about the roles and prisons, we can arrange a conversation or potentially a visit to enable you to do this.**

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.

## ABOUT HMP Grendon & Spring Hill

HMP Grendon is a unique Therapeutic Category B national prison housing approximately 220 long term, prolific (re)offending adult males. The Education Department works closely with our prison colleagues to deliver relevant long courses that help prepare learners for employment and positive community living upon release. Courses include: English and Maths Functional Skills, IT (Entry 1 to Level 2), Business, learning support practitioners, Mentoring and distant learning. Education runs 4 afternoons (Mon – Thurs) from 13:45- 16:45. During the mornings the men are involved in therapy work with a wide team of clinical and officer staff on the wings.

HMP Spring Hill is an Open Category D (resettlement) prison, housing approximately 320 male prisoners who are at the end of their custodial sentence and working towards resettlement. Residents at Spring Hill are considered low risk and are well underway with rehabilitation and resettlement. Courses at Spring Hill are English and Maths Functional Skills, IT (Entry 1 to Level 2) Carpentry, Plumbing, Kitchen services Customer Service, Bookkeeping, Business, CSCS, Mentoring and distance learning. Education runs from 8:30 – 11:30 Monday to Friday and 13:00 – 16:00 Monday to Thursday.

## 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.**