

BUSINESS STUDIES & IT TUTOR

Location: HMP Long Lartin, South Littleton, Evesham, WR11 8TZ

Hours: 37.5 hours per week, 52 weeks per year

Salary: Up to £33,00 per annum

Apprenticeships: Development opportunities are available through Apprenticeship standards

Reporting To: Education Manager

IN SHORT

Do you possess Business & IT experience and knowledge and think you could engage prison learners with interesting and innovative lessons? Teaching qualifications a benefit but not essential.

If you are as passionate as we are about reducing re-offending and ensuring learners have a positive learning experience, this is a fantastic opportunity for you!

MK College have an exciting new opportunity for a Business Studies & IT Tutor to join the team based at HMP Long Lartin.

As the Business Studies & IT Tutor you will be actively engaging prison-based learners with creative classes and resources. Many of the learners have a diverse range of needs and learning abilities, they will often have had a negative experience with education. As a successful tutor, you will truly inspire them and provide learners with a positive learning experience.

As a Tutor, you will be supporting learners in courses based around self-employment and cover both level 2 and level 3, this is with a view to support self-employment upon release.

The IT element will cover levels 1 – 3, primarily based on creative IT which will help support our 'Creator Centre' workshop.

MK College Group works to reduce re-offending by providing learners with opportunities to learn and develop skills. We would like you to be part of the learner's journey, providing them with a positive learning experience.

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

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MAKE A DIFFERENCE

In this role, you will:

- Play a significant role in the design, development and delivery of learning which meets the needs of the College's students. Satisfying internal and external quality assurance criteria; in line with the Prison Education Framework Delivery Plan, the College strategic and development plan, the Prison's business plan and those of other key stakeholders.
- Understand the learning needs of the student population, deliver challenging and exciting learning sessions ranging from pre-entry level to entry level 3.
- Prepare, teach and mark as required, using data to set challenging targets.
- Set and monitor SMART learner targets and use ILPs effectively.
- Ensure all students are fully enrolled onto programmes, accurate records are maintained; with completions, withdrawals and achievement documentation completed in a timely manner.
- Assist in the administration of learning and maintain accurate records of students' learning activities, including learners' progress, assessment schedules, and schemes of work, course reviews and induction programmes.
- Promote high quality teaching and learning, maintaining and developing a variety of learning materials which meet the needs of an equal opportunities college.
- Liaise with outside agencies, including examination boards (Gateway), as required.
- Ensuring that students are prepared to successfully undertake ESOL Gateway qualifications.
- Practice both internally and externally the philosophy and values of the College and take responsibility for promoting equality and diversity.
- Always carry out duties in accordance with the College's equal opportunities, health and safety and risk management policies and procedures.
- 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.

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IT'S ALL ABOUT YOU

KNOWLEDGE, EXPERTISE & QUALIFICATIONS	<ul style="list-style-type: none"> • Degree or equivalent vocational qualification in relevant subject • Full teaching qualification (DTTLS, PGCE, Cert Ed) or willing to work towards. • Teaching/training or vocational experience in a relevant discipline/subject area and relevant up-to-date knowledge • Proven track record of managing and supporting diverse groups of learners through nationally accredited programmes • Knowledge of current curriculum and accreditation developments within Further Education and specific subject areas.
IMPACT	<ul style="list-style-type: none"> • Creative, engaging, and inspirational teaching • Working with students who may have little experience of education and training • Teach creatively, adapting to the needs of a variety of learners and willing to explore new teaching and learning strategies
QUALITY	<ul style="list-style-type: none"> • Effective curriculum and lesson planning which meets the learners needs (including scheme of work, group profiles and lesson plans) • Identifying, developing and sharing innovative and creative teaching resources
RESPONSIBILITY	<ul style="list-style-type: none"> • Delivering engaging classes to learners within the prison • Help to develop a strong educational programme that meets the needs of the learners, prison and Milton Keynes College • Work across the whole prison estate, on all wings where education is delivered. • Complete administrative tasks (ie. enrolment/completion forms)
RELATIONSHIPS & REPUTATION	<ul style="list-style-type: none"> • Good communication skills both written and verbal • Commitment to students and student's success • Able to motivate self and others
VISION & DIRECTION	<ul style="list-style-type: none"> • Ability to plan, communicate and problem solve effectively • Work positively within the inherent restraints of a prison environment/closed institution

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.**

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