MK College Group

Deputy Education Manager - Prison Education - HMP Swaleside

Location: HMP Swaleside
Hours: 37.5 hours per week, 52 weeks per year
Salary: Up to £43,800 per annum (Subject to experience)
Reporting To: Education Manager

IN SHORT

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

As Deputy Education Manager, you will work closely with the Education Manager to effectively oversee all aspects of the department, ensuring the smooth day-to-day operation of educational provision and supporting the achievement of outstanding learning, teaching, and learner outcomes.

You will support the Education Manager in planning and managing the deployment of staff and resources, helping to deliver a high-quality curriculum that meets the needs of learners, the prison, and Milton Keynes College. You will play a key role in maintaining standards, driving continuous improvement, and ensuring an excellent learner experience.

As the quality lead, you will oversee internal quality assurance processes and maintain effective relationships with external quality stakeholders. Your responsibilities will include monitoring the quality of teaching and learning, delivering CPD, conducting lesson observations, and carrying out learning walks to support and develop teaching practice.

You will have a small teaching commitment and may occasionally be required to deliver lessons within your area of expertise to support operational needs and ensure continuity of learning.

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 company closure days and UK Bank Holidays (entitlement will be pro-rated for part-time employees) including your Birthday off.
- 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 and our reward and recognition platform Encore
- Employee wellbeing platform

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.
- 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

KNOWLEDGE, EXPERTISE & QUALIFICATIONS	• 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
IMPACT	• Provide high quality effective learning experiences • Co-ordinate curriculum development and delivery across a range of courses/areas
QUALITY	• Support the achievement of outstanding learning, teaching and success • Lead curriculum innovation and development
RESPONSIBILITY	• 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
RELATIONSHIPS & REPUTATION	• Lead and support across the work of the department • Excellent communication skills both written and oral
VISION & DIRECTION	• Lead the achievement of success • Cultivate an aspirational culture in which the team and learners can thrive and grow

ABOUT US

Milton Keynes College Group was formed in 2021, with the mission of Building Fairer Futures. The College Group includes 1,200 colleagues who work across MK College, the South Central Institute of Technology (SCIoT) Bletchley, our prison education services in 30 prisons and MK Commercial which comprises The Brasserie restaurant, Sport Central, Courtside, and the Chaffron Centre.

At MK College, our colleagues support approximately 4,000 16–19-year-olds currently studying with us and a total student population of over 8,000. Founded in 1982, MK College offers a broad variety of programmes, including Study Programmes, Adult, High Needs, Apprenticeships, T levels, A Levels, and Higher Education.

We are proud to have opened one of the biggest Institutes of Technology in the country. The South Central Institute of Technology (SCIoT) in Bletchley is a consortium of prestigious partners led by Milton Keynes College. We offer a hub of innovation and world-leading technological advancements with relentless dedication to future-proof the lives and skills of learners.

The College is a national provider of education services in prisons across the country. For over 30 years, we have worked with offenders in both custody and the wider community and currently work with 30 prisons across England. This includes public sector prisons and the privately operated HMP Fosse Way.

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 colleagues 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 colleagues, students and learners to feel they are an integral part of the College Group and together we will create an inclusive culture where everyone can contribute to college life and our collective knowledge and growth.

We know that education has the power to build fairer futures for all, and we know that we can't create real change on our own. That's why we work with key stakeholders across our communities - civic partners, employers, educational providers and third-party organisations to offer the best opportunities for our students to be the best they can be.

When applying for a role at the College Group, 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 Group.

Milton Keynes College Group 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. For more information, please visit our website and read our Safer Recruitment Policy.