

## Role Profile

**ROLE TITLE: Operational Lead - Prison Education Framework (West Midlands)**

<b>REPORTS TO: Assistant Principal (Secure)</b>	<b>ROLE BAND: Grade 11</b>
<b>DIRECTORATE: Education</b>	<b>NO OF DIRECT REPORTS:</b>
<b>DBS REQUIRED: Yes</b>	<b>LEVEL OF DBS: Enhanced &amp; Barred</b>
<b>QUALIFICATIONS REQUIRED:</b> <b>Essential:</b> English and maths: level 2 or above Degree – or equivalent graduate level qualification Teaching Qualification <b>Desirable:</b> Post graduate study in field related to Nacro's work/barriers facing disadvantaged learners who have a history in the youth and criminal justice system.	

<b>PRIMARY PURPOSE OF THE ROLE: Quality Improvement and Innovation Manager</b>
<p>To be responsible for associated operational aspects of Nacro's adult Education in the West Midlands including the quality improvement of all vocational curriculum teaching/training.</p> <p>To manage the delivery, quality and performance of Nacro's Vocational Courses delivered within Adult Prison Education within the West Midlands, raising the quality of teaching learning and assessment, developing and sharing best practice. To monitor performance and achievement data to ensure good outcomes for all learners.</p> <p>The post holder will provide professional vision and leadership to Nacro's Adult Prison Education in the West Midlands. Will line manage Vocational curriculum staff within the West Midlands Prison Education.</p> <p>To lead Nacro's quality improvement strategy for our work in the West Midlands Prisons to ensure Nacro maintains its progress to being an "Outstanding" Education provider</p> <p>To work alongside senior leadership across our education work in secure settings, to lead the SAR and QIP process and embed Nacro's quality improvement strategy.</p>

<b>KEY RESPONSIBILITIES:</b>
<p>Lead quality improvement activity by developing, implementing and monitoring initiatives that rapidly address areas for improvement.</p> <p>Will provide operational management to teachers and managers as part of the</p>

adult prison education contract in the West Midlands.

Embed the Nacro quality cycle. Lead the annual cycle of education audit activity including self-assessment process (SAR) and monitor through the quality improvement plan (QIP) to ensure continuous improvement in learner progress and outcomes.

Focus on strategies for improving Teaching Learning and Assessment with impact, including; leading and embedding literacy strategy, ensuring a quality learning environment, high quality resources and lesson planning and growing a culture of learning.

Work with the MIS Data Manager to lead on the collection and collation of key performance information and coordinate reporting on data

Provide leadership in raising standards of teaching and learning and the development of appropriate methodologies for inclusive and personalised learning.

Coordinate OTLA and lead on the local teaching, learning and assessment strategy and develop initiatives to drive up standards in teaching, learning and assessment.

Coordinate activities to standardise quality processes with Nacro education directorate including network of lead teachers and grade 1 teachers and L&D activity

Develop new and innovative methods of delivery relevant to learner needs and increase the use of ILT / e-learning, as a tool for learning across all programmes.

Coordinate the sharing of good practice

Lead on the implementation of improvement strategies resulting from the annual learner survey and other learner voice feedback mechanisms.

To provide the planning and support implementation of new Vocational Technical Qualifications, facilitating higher level qualifications where required e.g. level 3, A to T levels, as appropriate.

Develop plans and strategies to ensure the curriculum is continually reviewed and developed to ensure curriculum content and design is of high quality and reflective of the national curriculum intent.

Provide inspirational and dynamic leadership, motivation and management skills to ensure that staff are engaged in changes to the quality regime and are able to support the quality improvement strategies.

To initiate, and maintain robust staff communication strategies so that all relevant parties are fully involved in the tasks related to this role.

Support with the management of the financial, physical and other resources used within and by area of responsibility and ensure adequate staff cover.

Undertake effective risk assessments, design satisfactory controls making sure they are being followed and review as necessary.

Organise and undertake frequent Health & Safety checks and inspections in line with statutory requirements and prison policy and procedure ensuring records are maintained accurately and ensure that any breach of statutory regulations or unsafe practices are escalated to your line manager.

### **PROFESSIONAL & TECHNICAL EXPERTISE**

Significant experience of leading rapid improvements within School or Further Education setting and Ofsted performance

Significant experience of quality improvement systems and processes with examples of impact

Significant experience of curriculum development and implementation.

Extensive understanding of current Inspection Framework and Ofsted criteria and strategies to tackle underperformance in challenging circumstances.

Experience of developing and implementing a quality improvement strategies across a year group or institution, such as literacy or numeracy strategies.

Experience of improving TLA and quality of learner experience

Experience of working with key stakeholders and senior commissioning executives.

Experience of working within a large complex multisite organisation.

A creative and innovative approach to the work of the Directorate, in particular, the curriculum it delivers.

Comprehensive understanding of the Education sector and associated regulatory requirements.

An understanding and knowledge of use and analysis of data to inform individual and group progress, working as part of larger team in complex environment.

Skilled at establishing and maintaining relevant internal and external relationships.

Skilled at motivating staff and developing continuous improvement programmes.

Excellent communication and influencing skills, ability to quickly establish

individual credibility and influence.

Passion and a personal commitment for Equality of opportunity and inclusivity

## **ORGANISATIONAL PERFORMANCE AND COMPLIANCE**

Reflect the vision, mission aims and values of Nacro

Adhere to and actively promote Nacro's Safeguarding and welfare of service users, and procedures at all times and comply with legislation, statutory duties and Nacro reporting and escalation protocols, including the Incident Management System

Adhere to and promote Nacro's Health and Safety policies and undertake required health & safety actions and checks, taking any necessary remedial action, reporting or escalation

Adhere to and promote GDPR and data security policy and procedures at all times and comply with legislation, statutory duties and Nacro reporting and escalation protocols

Promote and actively participate in ensuring service user/learner voice is central to Nacro's work

Act in line with, promote and carry out all responsibilities with full regard to Nacro's Equality and Diversity Policy. Ability to promote and demonstrate anti-discriminatory practice

Actively contribute towards meeting organisational performance targets in respect of the service

Understand, work within and manage local budgets where required

Maintain up to date records via relevant and appropriate systems within specified timeframes and produce reports as required

Positively promote and represent Nacro at all times including externally, building strong relationships with colleagues to work as part of an integrated team focused on meeting the needs of services users/learners

**In addition to the above, undertake other activities commensurate with the nature of the post including taking on a concurrent responsibility that supports delivery across one or more teams.**

<b>Line Manager/Head of Dept:</b>	
<b>HR Business Partner:</b>	
<b>Date:</b>	
<b>Profile review date:</b>	