



HM Prison & Probation Service

Job Description (JD)

Band 6

Group Profile – Activities Unit Manager

Job Description – Learning and Skills Quality Assurance Manager

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Job Description

Job Title	Learning and Skills Quality Assurance Manager
Group Profile	Activities Unit Manager
Organisation Level	First Line Management
Band	6

Overview of the job	This is a Learning and Skills Quality Assurance Manager job in one of the South Wales Public Sector Prisons (SWPSP). The main purpose of the job is to ensure learning and skills delivery in the prison is delivered to quality standards as outlined in the Integrated Quality Assurance Framework for HMPPS in Wales, ESTYN and Awarding Body expectations. Accountable to the Head of Learning and Skills the post will be based in one of the Public Sector Prisons in South Wales. This is a non-rotational, non-operational post with line management responsibilities.
Summary	The job holder will be responsible for: - Managing the quality assurance activities in prison Learning and Skills departments in line with the Integrated Quality Assurance Framework for South Wales prisons. - Working with the Heads of Learning and Skills to continuously improve in line with ESTYN's 5 inspections areas – Standards; Wellbeing and Attitudes to Learning; Teaching and Learning Experiences; Care, Support and Guidance; Leadership and Management.
Responsibilities, Activities and Duties	The job holder will be required to carry out the following responsibilities, activities and duties: - Manage the Quality Observation process including standardisation, training and moderation. - Analysing audit data to identify areas for improvement in the quality systems and prepare improvement plans. - Monitor and report on the impact of quality activities and development plans. - Support the completion of the annual Self-Assessment Report and development and monitoring of the Quality Development Plans. - Provide additional learning and support (mentoring) to staff for quality development and occupation competence. - Ensure ILPs and other elements of the Learner Journey course folders are completed to an excellent standard. - Monitor weekly end of course learner evaluations from staff in Learning and Skills departments and Industries and inputting on MIS. - Ensure all staff are competent to deliver Essential Skills

	and/or vocational courses and resources/ILPs are effectively utilised according to Lifelong Learning UK (LLUK)/Accreditation Boards' Standards and delivered in a multi-sensory way as appropriate. • Maintain and monitor all aspects of Essential Skills in the department to maintain compliance with Quality Mark/Inspectors expectations. • Support the preparation of the Annual Needs Analysis Report documents. • To be responsible for the implementation of all recommendations that focus on quality procedures, from all inspections and assurance visits. • Ensure all teachers have required marking schemes, Essential Skills information displayed in learning environments, delivery plans in place/displayed. • Deliver 300 hours of teaching per year. • Maintain own professional standards and continuous professional development by attending courses, meetings, training events, workshops, seminars in order to develop yourself and the department. • To be highly self-motivated and organised. • Adhere to all HMPPS policies and procedures. • Line management of admin staff and oversight of contractor staff as required by the Heads of Learning and Skills. The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.
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Behaviours	• Making Effective Decisions • Communicating and Influencing • Changing and Improving • Leadership • Managing a Quality Service
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	• Quality inspection, auditing experience. • Knowledge of tools, concepts and methodologies of QA. • Strong computer skills including Microsoft Office, QA applications and databases. • Knowledge of relevant regulatory requirements.
Technical Requirements	• Teaching qualification, minimum Cert Ed or PGCE. Will need to keep up to date of knowledge/working practices in areas of expertise. <u>Internal applicants</u> All newly promoted staff to the following Band 6 first line manager roles (Activities Unit Manager, Facilities and Services Unit)

	Manager, Facilities and Services Business Manager, Programme Manager, Specialist Treatment Manager or Equality Advisor) in Establishments will be expected to complete the New Manager Programme on Civil Service Learning within three years of promotion. Staff that have mapped or re-graded to Band 6 who have previously worked at an equivalent level will not be required to undertake the qualification. <u>External applicants</u> All external staff joining as a Band 6 Activities Unit Manager, Facilities and Services Unit Manager, Facilities and Services Business Manager, Programme Manager, Specialist Treatment Manager or Equality Advisor in an Establishment will be expected to complete the New Manager Programme on Civil Service Learning within three years.
Ability	

Minimum Eligibility	• All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	37
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