



# HM Prison & Probation Service

## Job Description (JD)

### Band 7

### Group Profile: Head of Function Standard

### Job Description: HOFS: Education, Skills & Work

<b>Document Ref.</b>	OR-JES-3095-JD-B7 : HOFS : Education, Skills & Work v2.0
<b>Document Type</b>	Management
<b>Version</b>	2.0
<b>Classification</b>	Official
<b>Date of Issue</b>	14 <sup>th</sup> April 2025
<b>Status</b>	Baselined
<b>Produced by</b>	Job Evaluation Assurance and Support Team
<b>Authorised by</b>	Reward Team
<b>JD Evidence</b>	

## Job Description

<b>Job Title</b>	HOFS: Education Skills and Work
<b>Group Profile</b>	Head of Function Standard
<b>Organisation Level</b>	Functional Management
<b>Band</b>	7

<b>Overview of the job</b>	<p>This is a functional management job within an establishment.</p> <p>Responsible for delivering high-quality education, skills and work provision, in line with prisoner need and aligned with regional, national and Ofsted standards and frameworks, to support prisoners into employment upon release.</p> <p>All staff have a responsibility to safeguard and promote the welfare of children. The post holder must undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.</p>
<b>Summary</b>	<p>The job holder will be responsible for setting and leading the strategic direction for all of education, skills and work within the prison. This will involve developing a coherent approach to all areas of Education, Skills and Work, ensuring that sequencing of activities is purposeful and directed towards maximising prisoners' opportunities to access employment, education and training on release.</p> <p>The job holder must ensure that all Education, Skills and Work activities are structured around the 5 pillars of the Ofsted Education Inspection Framework, supporting other function heads within the prison to maximise this approach in areas of prisoner residence and social interaction.</p> <p>They will work with education providers, prison industries and local private enterprise to make the most appropriate use of workshops and all other prisoner places of work, providing prisoners with the learning and skills required to compete for and achieve employment within the local labour market.</p> <p>As a member of the Senior Management Team (SMT), the job holder will contribute and implement their Function's objectives as defined in the establishment's Business Plan.</p> <p>This is either an operational or non-operational job with line management responsibilities. If operational, please see technical requirements. This role is non-rotational.</p>

<p><b>Responsibilities, Activities and Duties</b></p>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• Responsible for setting and leading the strategic direction for all of education, skills and work within the establishment.</li> <li>• Responsible for creating effective approaches to learning and teaching in line with HMPPS' education vision and values, as well as regional and national directives and developing a coherent, evidence-based, strategy for all education, skills and work so that the learning, skills and qualifications gained in prison work to maximise opportunities for employment on release.</li> <li>• Responsible for delivery of the following related functions/pathways in a prison in line with national frameworks and guidance, and in a way which meets user needs. This will include, but not be limited to, Education, Neurodiversity, Employment on Release, Work in Prison/Industries, Farming &amp; Gardens.</li> <li>• Work in strategic partnership with the Head of Reducing Reoffending and other Head of Functions across each of their respective responsibilities to maximise education, skills and work opportunities, to reduce reoffending and support with effective prisoner resettlement.</li> <li>• Work with the Governing Governor to maximise Release on Temporary License (ROTL): and develop strategy to support higher volumes of prison leavers into employment on release.</li> <li>• Responsible for managing the quality of education, skills and work (ESW) provision using Ofsted's Education Inspection Framework criteria, including providing guidance and expertise to the prison's senior leadership team to ensure the requirements of Ofsted's inspection framework are prioritised.</li> <li>• Responsible for leading on inspections, including preparation, and driving forward the delivery of actions arising from them. This includes Standard Audit, His Majesty Inspectorate of Prisons (HMIP), OFSTED/Estyn, Action Plans and Managing Quality of Prison Life (MQPL) surveys.</li> <li>• Responsible for ensuring that a culture of employment is maintained within the prison, and responsible for prisoner outcomes in relation to employment post release.</li> <li>• Responsibility for guiding the Prison Employment Lead (PEL) to embed this culture, utilising the Employment Hub (EH) and maximising the prison's relationships with New Futures Network, Probation Service, Community Rehabilitation Service providers and other education/employment stakeholders and networks who support prison leavers.</li> <li>• Responsible for ensuring the delivery of Prison Industries, Retail, Catering &amp; PE Services (IRCPE), New Futures Network and local private enterprise work within prison workshops.</li> <li>• Responsible for the line management and development of staff within the function, including creating a culture of high</li> </ul>
---	---

	<p>expectations and taking appropriate action when performance is unsatisfactory.</p> <p>Dependant on operational accreditation, will undertake some or all other operational management tasks including, but not exclusively:</p> <ul style="list-style-type: none"> <li>• Acting as the Governor's representative by chairing adjudications and taking charge of day-to-day establishment operations as Duty Governor.</li> <li>• Promoting the Prison Service policy in all activities and behaviours e.g., promote, decency, safety, diversity and inclusion and reducing re-offending agendas.</li> </ul> <p>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.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.</p>
--	--

<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Working Together</li> <li>• Changing and Improving</li> <li>• Making Effective Decisions</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of operating at a middle or senior level in a Primary, Secondary, or Post-16/Adult education setting; including community and voluntary sectors.</li> <li>• Detailed knowledge of OFSTED/Estyn's EIF (Education Inspection Framework) and further education and skills criteria.</li> <li>• Experience of working collaboratively with a range of stakeholders including senior leaders, external organisations, staff and students.</li> <li>• Significant experience of developing and delivering effective and engaging curricula for a wide range of learners.</li> <li>• Experience of using data to set clear education outcomes and monitor progress towards these.</li> <li>• Experience of implementing change within an educational context.</li> <li>• Knowledge and understanding of how Ofsted/Estyn's Education Inspection Framework apply to a prison setting.</li> <li>• Knowledge and understanding of OFSTED/Estyn's further education and skills criteria for prisoners with Additional Learning Needs and how these apply in the prison context.</li> <li>• Experience of implementing strategies to support learners secure meaningful 'next steps' (e.g., further training, employment).</li> </ul>

	Please note role holders may be required to complete further training once they take up post.
<b>Technical requirements</b>	<ul style="list-style-type: none"> <li>PGCE, Cert Ed or Level 5 in Education and Training.</li> </ul> <p><b>If Operational</b> Must be successfully accredited by passing the Head of Function Assessment Centre (HFAC), or prior to 2016 be accredited as an Operational Manager (or in post as a G5 prior to 1999).</p> <p>Where HFAC accreditation was gained from 2018, the Incident Management Silver Command (IMSC) assessment must also be passed to be eligible for operational Head of Function roles.</p> <ul style="list-style-type: none"> <li>Successful completion of the workbook.</li> <li>When transferring to a Young Persons establishment the job holder will be required to successfully undertake an assessment to demonstrate suitability to work with Young People.</li> </ul>
<b>Ability</b>	<ul style="list-style-type: none"> <li>Demonstrable evidence of innovation and impact in an educational context</li> <li>Strong written and excellent verbal and non-verbal communication skills.</li> </ul>

<b>Minimum Eligibility</b>	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> <li>All candidates are subject to security and identity checks prior to taking up post.</li> <li>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.</li> <li>All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.</li> </ul>
----------------------------	---

<b>Hours of Work (Unsocial Hours) Allowances</b>	<p>37 hour working week.</p> <p>Required Hours Allowance (operational post holders only) – To be confirmed by Recruiting Manager.</p> <p>This role requires working regular unsocial hours and a payment at the current approved organisation rate will be made in addition to your basic pay to recognise this. Unsocial hours are those hours outside 0700 - 1900hrs Monday to Friday and include working evenings, nights, weekends and Bank/Public Holidays.</p>
--	--