



HM Prison & Probation Service

Group Profile: Specialist Production Instructor

Band 4

Document Ref.	HMPPS OR T 46 GP Specialist Production Instructor
Document Type	Management
Version	12.0
Classification	Official
Date of Issue	02.03.20
Status	Baselined
Produced by	Head of Group
Authorised by	Reward Team
JD Evidence	

Group Profile

Group Profile Name	Specialist Production Instructor
Organisation Level	Delivery - The jobs at this level will be task focus delivering defined activity or service.
Band	4

Overview	<p>Job holders within this Group Profile will be responsible for providing supervision, knowledge and skills to prisoners in a specialist workshop so they can improve their employment prospects on release with a view to reducing reoffending. The job holder will ensure that all services are provided to a high standard and that security and control is maintained at all times. The jobholder will be able to teach prisoners towards achieving nationally recognised qualifications and may be supported by external organisations such as local colleges.</p> <p>This job description is not for use by jobholders in basic assembly / packing workshops, instead Production Instructor – Enterprises should be used. However, on an exceptional short term basis jobholders can supervise prisoners in more basic workshops.</p> <p>This is a non-operational</p>
Characteristics	<p>Typical tasks associated with this Group Profile include:</p> <ul style="list-style-type: none"> • Induct prisoners to the workshop/area of work and train them in aspects such as health and safety, Control of Substance Hazardous to health (COSHH), machinery and tools usage • Provide support for prisoners where required; tailor learning and training requirements to individual needs • Set work schedules and manage targets/quality standards, maintaining delivery of contractual arrangements • Assess and evaluate skills of prisoners up to national qualification standards • Supervise and maintain discipline of prisoners within workshop/area of work, responsible for performance, motivation, discipline, appraisal and development of prisoners • Open and complete Assessment Care in Custody and Teamwork (ACCT) forms, Violence Reduction Incident Reports (VRIR) and Security Information Reports (SIRs) when required and contribute to Incentive Earned Privileges (IEP) reports • Log attendance and approve prisoner hours worked and wages including recording piece work where appropriate • Carry out fabric and tool checks of workshops and maintain security of areas, logging any tool/equipment faults. Undertake planned maintenance programme on machinery • Contribute to Health and Safety risk assessments relating to the workshop/work of area and specialist areas • Will conduct a metal detector scan or rub down search of prisoners attending and leaving their own workshops
Job Descriptions relating to this Group Profile	<p>The post is non-rotational and will be required to carry out one of the job descriptions within their area of expertise. A sample list of job descriptions is attached below.</p> <p>Specialist Production Instructor : Amenities and Conservation Specialist Production Instructor : Commercial Horticultural Specialist Production Instructor : Engineering Aluminium Windows Double Glazing Specialist Production Instructor : Cycle Repair Specialist Production Instructor : Textiles Garment Manufacture Specialist Production Instructor : Textiles Sewing Machine Repair Specialist Production Instructor : Engineering Machining Specialist Production Instructor : Engineering Powder Coating Systems</p>

	<p>Specialist Production Instructor : Engineering Sheet Metal Work Specialist Production Instructor : Engineering Computer Aided Drawing Specialist Production Instructor : Engineering Welding and Fabrication Specialist Production Instructor : Laundry Specialist Production Instructor : Livestock Control Specialist Production Instructor : Plastics Injection Moulding Thermo Plastics Specialist Production Instructor : Printing Lithographic Machine Minder Specialist Production Instructor : Printing Origination Lithographic Platemaking Specialist Production Instructor : Printing Print Finishing & Binding Specialist Production Instructor : Waste Environmental Specialist Production Instructor : Woodwork Wood Assembly Joiner Specialist Production Instructor : Woodwork Wood Machinist Specialist Production Instructor : Woodwork Wood Finisher Sprayer Specialist Production Instructor : Manufacturing Promotions Specialist Production Instructor : Braille Specialist Production Instructor : Signs Specialist Production Instructor : Concrete Specialist Production Instructor : Footwear Specialist Production Instructor : TV Repair Specialist Production Instructor : Upholsterer Specialist Production Instructor : Warehousing and Performing Manufacturing Operations</p>
Minimum Eligibility	<ul style="list-style-type: none"> • 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 considers to be racist.
Essential Skills/Qualifications/Accreditation/Registration	<p>May be a qualified NVQ assessor.</p> <p>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</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>
Hours of Work and Allowances	37 hour week

Behaviours	<ul style="list-style-type: none"> • Making Effective Decisions • Communicating and Influencing • Working Together • Managing a Quality Service • Developing Self and Others
Strengths	N.B. It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	<ul style="list-style-type: none"> • Must have relevant work experience in specialist field • Preferable for candidate to have some supervisory experience • Should have experience of using industrial standard machinery and equipment
Technical Requirements	<p>N.B Please check the individual job description relating to this group profile for any job specific requirements and add if required.</p> <ul style="list-style-type: none"> • Currently hold or be prepared to work towards Level 3 or equivalent in related subject
Ability	<ul style="list-style-type: none"> • IT Skills • Basic Maths • Basic English

Success Profile

Behaviours	Strengths N.B. It is advised strengths are chosen locally, recommended 4-8.	Ability	Experience	Technical
Making Effective Decisions		IT Skills	Must have relevant work experience in specialist field	Currently hold or be prepared to work towards Level 3 or equivalent in related subject
Communicating and Influencing		Basic Maths	Preferable for candidate to have some supervisory experience	
Working Together		Basic English	Should have experience of using industrial standard machinery and equipment	
Managing a Quality Service				
Developing Self and Others				