

## Group Profile

<b>Group Profile Name</b>	Non Vocational Instructor
<b>Organisation Level</b>	<b>Delivery</b> - The jobs at this level will be task focused delivering defined activity or services
<b>Band</b>	3

<b>Overview</b>	<p>Job holders within this Group Profile will instruct and supervise prisoners, ensuring they are engaged in meaningful activity.</p> <p>This is a non-operational prisoner facing role with no line management responsibilities.</p>
<b>Characteristics</b>	<p>Typical tasks associated with this Group Profile include:</p> <ul style="list-style-type: none"> <li>• Actively contribute to prisoner reports, parole and sentence planning, ACCT and SIR's by providing information to case managers</li> <li>• Supervise and maintain discipline of prisoners within workshop/area of work, responsible for performance, motivation, discipline, appraisal and development of prisoners</li> <li>• Maintain regular communications via radio net in accordance with Local Security Strategy (LSS)</li> <li>• 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</li> <li>• Rub down and pat down search prisoners as required by management</li> <li>• Provide quality assurance against product specification</li> <li>• Log attendance, approve prisoner hours worked and wages including recording piece work where appropriate</li> <li>• Carry out fabric and tool checks of workshops and maintain security of areas, logging any tool/equipment faults</li> <li>• Contribute to Health and Safety risk assessments relating to the workshop/work of area and specialist areas</li> <li>• Participate in self-audit and in achieving Service Delivery Indicators (SDIs)</li> <li>• Complete administration activities to support the smooth running of the workshop and source small value requisitions</li> <li>• Understand, apply and conform to national and local policies</li> <li>• Establish, develop and maintain professional relationships with prisoners and staff</li> <li>• Maintain and update systems in line with local agreements</li> <li>• Attend and contribute to relevant meetings as required</li> </ul>
<b>Competencies</b>	All of the competencies in the National Offender Management Services (NOMS) Competency and Qualities (CQF) Framework are relevant to this group profile. For the purpose of selection the

	<p>following competencies will be measured:</p> <ul style="list-style-type: none"> <li>• 4. Leading and Communicating</li> <li>• 9. Managing a Quality Service</li> <li>• 11. Achieving a Safe and Secure Environment</li> <li>• 13. Caring</li> <li>• 14. Persuading and Influencing</li> </ul>
<b>Job Descriptions relating to this Group Profile</b>	<p>The role is non-rotational and the individual 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> <ul style="list-style-type: none"> <li>• Non Vocational Instructor : Prep for Work</li> <li>• Non Vocational Instructor : Prep for Adult</li> </ul>
<b>Minimum Eligibility</b>	<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 probation period within NOMS</li> <li>• All staff are required to declare whether they are a member of a group or organisation which the Prison Service considers to be racist</li> </ul>
<b>Essential Skills/Qualifications/Accreditation/Registration</b>	<p>Relevant Assessor qualification or be willing to achieve these within 6 months.</p> <p>Knowledge of accreditation process including the Qualification and Credit Framework</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>Hours of Work and Allowances</b>	<p>37 hour working week (standard).</p> <p>NOMS Staff on closed pay structures only:</p> <p>Additional Conditioned Hours Pensionable (ACHP)</p> <p>Staff moving from a closed 39 hour pay structure will be eligible for the two protected pensionable additional committed hours (ACHP). They will work a 39 hour week consisting of the standard 37 hour week and a further 2 additional hours (ACHP) paid at plain time pensionable rate.</p> <p>Unsocial Hours Working will be confirmed by the Recruiting Manager and only paid where applicable:</p> <p>Unsocial Hours Working</p> <p>This role requires working regular unsocial hours and a 17% payment will be paid in addition to your basic pay to recognise this. Unsocial</p>

	hours are those hours outside 0700 - 1900hrs Monday to Friday and include working evening, nights, weekends and Bank / Public holidays.
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