

# Group Profile

<b>Group Profile Name</b>	Vocational Instructor
<b>Organisation Level</b>	<b>Delivery</b> - The jobs at this level will be task focused delivering defined activity or service
<b>Band</b>	4

<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>• Supervise and maintain discipline of prisoners receiving training, education or work experience. Responsible for performance, motivation, discipline, appraisal and development of prisoners</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>• Carry out prisoner searches on their entry and exit of the training room/ workshop</li> <li>• Log attendance and approve prisoner hours worked and wages including recording piece work for individual prisoners in certain workshops</li> <li>• Carry out fabric checks of workshops and maintain security of lock, bolts and bars used in the workshop</li> <li>• Contribute to prisoner reports including parole, sentence planning and Individual Learning Plan</li> <li>• Conduct risk, and health and safety assessments on consumables under Safer Custody guidelines</li> <li>• Order materials and estimate usage in order to meet work learning targets</li> <li>• Open up Individual Learning Paths for the learners and keep them updated</li> <li>• Advise and assist learners in seeking appropriate and relevant employment opportunities upon resettlement</li> <li>• Maintain regular communications via radio net in accordance with Local Security Strategy (LSS)</li> <li>• Supervise, manage and control prisoners decently, safely and securely whilst carrying out all activities</li> </ul>
<b>Competencies</b>	<p>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 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 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> <ul style="list-style-type: none"> <li>• Vocational Instructor : Hairdresser</li> <li>• Vocational Instructor : Fork Lift Truck</li> <li>• Vocational Instructor : PICTA</li> <li>• Vocational Instructor : Industrial Cleaning</li> <li>• Vocational Instructor : Motor Mechanics</li> <li>• Vocational Instructor : Vehicle Maintenance and Valeting</li> <li>• Vocational Instructor : Bricklaying</li> <li>• Vocational Instructor : Construction</li> <li>• Vocational Instructor : Meat Preparation Butcher</li> <li>• Vocational Instructor : Media</li> <li>• Vocational Instructor : Painting and Decorating</li> <li>• Vocational Instructor : Storybook Dads</li> <li>• Vocational Instructor : Retail Outlet</li> <li>• Vocational Instructor : Healthy Living</li> <li>• Vocational Instructor : Life Skills Instructors</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>Staff can work towards the essential qualification</p> <p>Complete specific training to hold a qualifications required for area of specialism which are outlined in the job description</p> <p>Be in possession of an Assessor qualification or be willing to work towards this within a specific timeframe</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>
<b>Hours of Work and Allowances</b>	<p>37 hour working week (standard).</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 hours are those hours outside 0700 - 1900hrs Monday to Friday and include working evening, nights, weekends and Bank / Public holidays.</p>