



# HM Prison & Probation Service

## Group Profile: Non Vocational Instructor Band 3

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## 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>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 probationary period within HMPPS.</li> <li>• All staff are required to declare whether they are a member of a group or organisation which HMPPS considers to be racist.</li> </ul>
<b>Essential Skills/Qualifications/Accreditation/Registration</b>	<ul style="list-style-type: none"> <li>• An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh</li> </ul>

<b>Hours of Work and Allowances</b>	<p>37 hour week</p> <p>HMPPS 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 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>
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<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Communicating and Influencing</li> <li>• Working Together</li> <li>• Managing a Quality Service</li> </ul>
<b>Strengths</b>	<p>N.B. It is advised strengths are chosen locally, recommended 4-8.</p>
<b>Essential Experience</b>	<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"> <li>• Knowledge of accreditation process including the Qualification and Credit Framework</li> </ul>
<b>Technical Requirements</b>	<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"> <li>• Hold the relevant Assessor qualification or be willing to obtain it within 6 months of appointment to the role</li> </ul>
<b>Ability</b>	

### Success Profile

Behaviours	Strengths  N.B. It is advised strengths are chosen locally, recommended 4-8.	Ability	Experience	Technical  N.B Please check the individual job description relating to this group profile for any job specific requirements and add if required.
Leadership			Knowledge of accreditation process including the Qualification and Credit Framework	Hold the relevant Assessor qualification or be willing to obtain it within 6 months of appointment to the role
Communicating and Influencing			N.B Please check the individual job description relating to this group profile for any job specific requirements and add if required.	
Working Together				
Managing a Quality Service				