



HM Prison & Probation Service

Job Description (JD)

Band 3

Group Profile – Mentor (M)

Job Description – M : Instructor

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Job Description

Job Title	M: Instructor
Group Profile	Mentor
Organisation Level	Delivery
Band	3

Overview of the job	<p>This is a non-operational job in an establishment.</p> <p>The job holder will be responsible for providing supervision, knowledge and skills to prisoners in non-specialist workshops where no qualifications are being delivered and nor is the job holder deployed in training prisoners up to the required level to gain qualifications.</p> <p>This job description is not designed for use by job holders in specialist workshops as the role will not be required to be qualified in a specialist area or to train prisoners up to the required level to gain qualifications. In these circumstances Specialist Production Instructor should be used.</p> <p>Although this is a non-operational job in an establishment with no line management responsibilities the job holder will have workshop and prisoner management responsibilities.</p> <p>This is a rotational role.</p>
Summary	<p>The job holder will be committed to prison workshops being places of structure and discipline. The job holder will, as far as reasonably practicable, provide the prisoner with a work experience in workshops that better mirrors the employment experience outside of prison.</p> <p>The job holder will ensure that all services are provided to a high standard and that security and control are maintained at all times.</p> <p>On an exceptional short term basis. job holders can supervise prisoners in more specialist workshops. For example:</p> <ul style="list-style-type: none"> • Emergency, an unforeseen or sudden occurrence, especially of danger demanding immediate action. • Ad-Hoc use of an Instructor in staffing HMPPS workshops only and not workshops or classrooms normally staffed by employees of any provider other than HMPPS. • Short Term, timeframe 1-5 days, to allow management to put in alternative measures to resolve a workshop staffing problem that did not exist more than 48 hours before.

Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Participate in the selection process of prisoners for the workshop. • 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. Ensuring all tools, equipment and raw materials are safe, secure and properly accounted for. • Provide support for prisoners where required; tailor learning and training requirements to individual needs. Setting work schedules and manage targets/quality standards, maintaining delivery of contractual arrangements. • Supervise, manage and control prisoners decently, safely and securely whilst carrying out all activities, with responsibility for their performance, motivation, discipline, appraisal and development. Conduct a metal detector scan or rub down search of prisoners attending and leaving their own workshops. • Initiate product development reviews to maintain workshop/area of work output levels, and to provide variety of work and experience for prisoners. • Contribute to risk and health and safety assessments on consumables and Health and Safety risk assessments relating to the workshop/area of work and specialist areas. • Actively contribute to prisoner reports, parole and sentence planning, Assessment, Care in Custody & Teamwork (ACCT) and Security Information Report (SIRs) by providing information to case managers. 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. • Contribute to prisoner reports including parole and sentence planning, regime monitoring information and update prisoner training records. • Maintain regular communications via radio net in accordance with Local Security Strategy (LSS). • Request materials and estimate usage in order to meet work targets whilst providing quality assurance against product specification. • Log attendance and approve prisoner hours worked and wages including recording piece work where appropriate. • Attending and contributing to relevant meetings as required. • Providing administrative support for workshop activities. Preparing relevant documentation to managers for verification/quality checking purposes. Maintaining and updating systems in line with local agreements.
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	<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>
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Behaviours	<ul style="list-style-type: none"> • Leadership • Communicating and Influencing • Working Together • Managing a Quality Service
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	
Technical Requirements	
Ability	

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 consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	<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 payment at the current approved organisation rate will be made in addition to your basic pay to recognise this.</p> <p>Unsocial hours are those hours outside 0700 - 1900hrs Monday to Friday and include working evenings, nights, weekends and Bank/Public Holidays.</p>
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