



HM Prison & Probation Service

Group Profile: Mentor Band 3

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Group Profile

Group Profile Name	Mentor
Organisation Level	Delivery
Band	3

Overview	This is a non-operational job in an establishment. 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. 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. 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. This is a rotational role.
Characteristics	Typical tasks associated with this Group Profile include: • 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.
Job Descriptions relating to this Group Profile	The role holder once in post will be in matched to a job description a sample list is attached below. The post is rotational (refer to individual job description) so the job holder during their career could carry out the role of several job descriptions. • Mentor: Instructor
Minimum Eligibility	• 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	None

Hours of Work and Allowances	37 hour working week (standard). Unsocial Hours Working Unsocial Hours Working will be confirmed by the Recruiting Manager and only paid where applicable: 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. Unsocial hours are those hours outside 0700 - 1900hrs Monday to Friday and include working evenings, nights, weekends and Bank/Public Holidays.
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Behaviours	• 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	N.B these are the technical requirements for the group profile, please check the individual job description relating to this group profile for the any job specific requirements and add if required. N/A
Ability	