



HM Prison & Probation Service

Job Description (JD)

Band 4

Group Profile: Vocational Instructor(VI)

Job Description: VI: Healthy Living

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Job Description

Job Title	VI: Healthy Living
Group Profile	Vocational Instructor
Organisation Level	Delivery
Band	4

Overview of the job	This is an instructional job in an establishment.
Summary	<p>The job holder will be responsible for instructing and training prisoners by building effective, appropriate and supportive relationships through managing them in a proactive manner and promoting the decency agenda. Contributes to sentence planning and reducing reoffending. Applies safer custody practices and complies with national and local security standards. Responsible for high level of security, productivity, good order and hygiene within workshops areas.</p> <p>This is a non-operational job in an establishment with no line management responsibilities. This role is non-rotational.</p>
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"> • Deliver the Health and Safety Awareness Induction package to all new prisoners. • Supervise and manage offenders with regards healthy living at the establishment, in line with the agreed objectives and milestones. • Assist in the planning and organisation of healthy living sessions to achieve optimum performance. • Encourage a healthy lifestyle and practices for those offenders located in the Segregation Unit. • Teach and support groups of offenders who are engaging in the Substance Misuse Service, through delivery of Healthy Living Awards. • Liaise with the PE Department with regards signposting offenders for the health champions program. • Maintain effective work systems, ensuring that all correspondence and documentation is dealt with in a professional manner that meets audit requirements. • Monitor all areas of the healthy living classroom to ensure they are kept clean, tidy and presentable and are operating in accordance with appropriate Health & Safety procedures. • Check that all tools or stores items including consumables are accounted for at all times so that security is maintained. • Assist the PE Department with Assessing of vocational courses when needed.

	<p>Undertake other instructor tasks including:</p> <ul style="list-style-type: none"> • Supervise and maintain discipline of prisoners receiving training, education or work experience. Responsible for performance, motivation, discipline, appraisal and development of prisoners. • 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. • Carry out prisoner searches on their entry and exit of the training room/ workshop. • Log attendance and approve prisoner hours worked and wages including recording piece work for individual prisoners in certain workshops. • Carry out fabric checks of workshops and maintain security of lock, bolts and bars used in the workshop. • Contribute to prisoner reports including parole, sentence planning and Individual Learning Plan. • Complete regime monitoring information and update prisoner training records. • Log any tool / equipment faults, which require maintenance and repair of tools. • Conduct risk and health and safety assessments on consumables under Safer Custody guidelines. • Order materials and estimate usage in order to meet work learning targets. • Participate in self-audit and in achieving Service Delivery Indicators (SDIs). • Complete administration activities to support the smooth running of the workshop. • Open up individual learning paths for learner and keep them updated. • Locate individual learner's literacy and numeracy levels for their initial assessment and support them in developing their skills further. • Advise and assist learners in seeking appropriate and relevant employment opportunities upon resettlement. • Maintain regular communications via radio net in accordance with Local Security Strategy (LSS). • Supervise, manage and control prisoners decently, safely and securely whilst carrying out all activities. • Understand, apply and conform to national and local policies. • Establish, develop and maintain professional relationships with prisoners and staff. • Attend and contribute to relevant meetings as required. <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>
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	An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.
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Civil Service Success Profile Criteria

Behaviours	<ul style="list-style-type: none"> • Leadership • Communicating and Influencing • Working Together • Managing a Quality Service
Strengths	We recommend you choose 4 to 8 strengths locally.
Experience	
Technical requirements	<ul style="list-style-type: none"> • Knowledge and skills in the operation of a classroom environment workshop. • Level 2 Fitness Instructor. • Must be Preparation to Teach in the Lifelong Learning Centre (PTTLS) qualified. • Qualifications in Healthy Living, Nutrition and First Aid. • Staff delivering vocational training must meet the required experience and qualifications laid down by the Awarding Organisation (AO) accrediting the vocational qualification being delivered, The AO may stipulate Assessor qualifications are required; staff are able to work towards this qualification within two years of appointment. Staff will also require evidence of recent experience in working in the related field.
Ability	

Minimum Eligibility	<p><i>Please do not alter this box</i></p> <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 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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