



# HM Prison & Probation Service

## Job Description (JD)

### Band 3

### Group Profile – Prison Officer

### Job Description – PO: Youth Justice Worker

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## Job Description

<b>Job Title</b>	PO : Youth Justice Worker
<b>Group Profile</b>	Prison Officer
<b>Organisation Level</b>	Delivery 3
<b>Band</b>	3

<b>Overview of the job</b>	<p>This is an operational job within the prison officer role profile but specific to a youth secure accommodation establishment. This is a progressive role towards qualification as a specialist youth justice worker.</p> <p>The Youth Custody Service (YCS) delivers a caring, rehabilitative culture that focuses on the individual needs of young people (aged 18 and under). It uses its expert understanding of the causes of offending behaviour in young people to support them to turn their lives around and reduce the risk of reoffending, both by developing intervention strategies within and outside the secure estate and by modelling rehabilitative behaviours in every interaction.</p> <p>The YCS uses young people’s time in custody to improve their health, education and rehabilitation outcomes as well as making the most of opportunities to develop into healthy adults and able to make a positive contribution to society upon release.</p> <p>A well-trained workforce, motivated to work with young people in custody and able to affect positive change through individual, encouraging relationships with young people, is key to creating a culture where young people are supported, cared for and motivated to engage, develop and change, in line with rehabilitative principles.</p> <p>We value the specialist skills of those working in the youth estate in caring for young people and we will invest in developing a high-performing and inspiring workforce through ongoing professional development and establishing a distinct career path for those working to rehabilitate young people.</p>
<b>Summary</b>	<p>The youth justice worker role is a rewarding and challenging position, which combines the essential elements of caring for young people within custody ensuring security is retained within a safe and secure environment and reducing risk of reoffending. Youth justice workers will also facilitate the personal, social and emotional development of the young people in their care, many of whom are particularly vulnerable or have complex and challenging needs.</p> <p>Youth justice workers will complete vocational training alongside their role, to develop the knowledge, skills and experience required to address the complex needs of the young people in custody. They will also be expected to complete modules as part of a level four qualification in youth justice, which builds on a number of these practice areas including behavioural management, mental health care, and substance misuse. Successful completion of the qualification and meeting required selection and assessment criteria is intended to result in the opportunity for progression to the role of a Band 4 youth justice specialist worker.</p> <p>All youth justice workers are expected to build constructive and motivational relationships, ensuring:</p> <ul style="list-style-type: none"> <li>• Young people feel safe and supported.</li> <li>• Young people’s individual needs are met.</li> </ul>

	<ul style="list-style-type: none"> <li>• Young people engage in learning and training to build a positive and productive pathway into communities.</li> <li>• Young people are better able to build positive and pro-social relationships with peers and appropriate adults.</li> <li>• Young people have access to high-quality services that address their offending behaviour, remove barriers to learning and engagement and provide appropriate support during custody and on return to the wider community.</li> </ul> <p>Young people in custody face diverse and complex issues. To support them to turn their lives around, the job holder will be required to deliver a safe and decent regime, including use of restraint techniques where necessary.</p> <p>This is an operational job with no line management responsibilities.</p>
<b>Responsibilities, Activities and Duties</b>	<p><u>Activities and Duties within the Prison Officer role profile</u></p> <p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• Supervise, manage and control children and young people decently, lawfully, safely and securely whilst carrying out all activities.</li> <li>• Exercise power of the constable.</li> <li>• Carry out searches on children, young people, staff and visitors.</li> <li>• Undertake external escorts.</li> <li>• Undertake first on scene.</li> <li>• Understand and comply with legalisation, national and local policies.</li> </ul> <p><u>Specifically, within the YCS</u></p> <p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• Help young people to settle, feel safe and calm with the ability to identify and resolve issues and concerns and effectively manage interpersonal conflict.</li> <li>• Use engagement skills and understanding of the causes behind offending to work in a pro-social manner that challenges young people’s anti-social attitudes and behaviour, and reinforces positive change.</li> <li>• Support the work in the individualised goal-oriented plans which will help young people to engage in constructive activities, to prepare for education, work, or training upon release, and to desist from crime.</li> <li>• Support where applicable multi-disciplinary meetings to understand the causes of individual young people’s offending behaviour.</li> <li>• As part of Custody Support Plans working with Young People on a regular basis to progress their personalised support plan and act as their named point of contact to resolve any concerns or challenges they may have.</li> <li>• Carry out patrols, external escorts, roll checks, searches and resolve young people’s complaints.</li> <li>• Understanding that young people spend much of their sentence in the community, work with caseworkers and community services partners to ensure effective sentence completion as described in sentence plans, and support young people’s effective progression to education, training or employment on release.</li> <li>• Work closely with other disciplines (e.g. education, health and psychology) using knowledge of young people’s development to assist in promoting learning and progression beyond custody.</li> <li>• Support young peoples’ engagement with activities, community/ environmental projects, residential activities, outdoor education and sporting activities.</li> <li>• Manage the welfare of young people including health and safety, security, and safeguarding, reporting concerns to your line manager and making referrals to appropriate agencies, facilitated by effective data sharing.</li> <li>• Support the development of assessments of young people throughout their stay in an establishment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Implement delivery of self-harm and violence reduction strategies.</li> <li>• Understand and support the embedding of rehabilitative culture change across youth establishments.</li> <li>• Engage with other staff including peers, health and psychology staff, to reflect on practice, discuss incidents and share promising practice.</li> <li>• Maintain cleanliness of the living units and meet the day-to-day needs of the young people.</li> <li>• Maintain effective recording systems and respond to queries.</li> <li>• Ensure that all applicable legislation, guidance and instruction relating to young people in custody is adhered to.</li> <li>• Compliance with local and national instructions including local security tasks.</li> <li>• Develop the skills and knowledge necessary to become a specialist youth justice worker.</li> </ul> <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. Job holders within this Group Profile will carry out a range of activities across key areas to support efficient running of the establishment. Duties may be administrative or operational and will be commensurate of this grade as and when required. 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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<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Communicating and Influencing</li> <li>• Managing a Quality Service</li> <li>• Making Effective Decisions</li> <li>• Working Together</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.
<b>Essential Experience</b>	
<b>Technical Requirements</b>	<p>All candidates are required to pass an on line application and numeracy assessment, attend and pass a variety of assessments at Recruitment Assessment Centre; these include a written assessment, role plays, medical assessment and a fitness test.</p> <p>If successful in your application, your continuation in this role is dependent on passing all modules within the initial Prison Officer Entry Level Training (POELT), which is a pathway to becoming a fully competent Prison Officer. Failure to successfully complete and pass POELT course could result in your removal from this role and may result in the termination of your employment. Following completion of the POELT course you will be subject to a 12 month probationary period.</p> <p>If applying via the <b>FAST TRACK ROUTE</b> the job holder must hold a level four or equivalent qualification as listed below.</p> <p><b>FAST TRACK ONLY</b></p> <ul style="list-style-type: none"> <li>• Youth Justice, Psychology, Sociology</li> <li>• Teaching and learning support, youth work, childcare and parenting service</li> <li>• Social work – counselling, mental health, drug abuse, working with vulnerable people</li> <li>• Probation practice</li> <li>• Mental health/nursing/healthcare</li> <li>• Coaching</li> <li>• Therapeutic practice</li> </ul>

	<p><b>ALL CANDIDATES</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• All candidates will be expected to complete training, including modules towards a level four youth justice qualification, which will be funded as part of their role, to develop specialist skills required to work with the young people in custody.</li> <li>• All candidates will also be expected to complete additional vocational youth custody training prior to working with young people, including courses on minimising and managing physical restraint.</li> <li>• A desire and ability to care for complex and challenging young people to help them turn their lives around.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• An understanding of offending, child and adolescent development and the impact of trauma on development.</li> </ul>
<b>Ability</b>	<ul style="list-style-type: none"> <li>• Fitness Standard</li> <li>• Medical Standard</li> <li>• Numerical Ability</li> </ul>

<b>Minimum Eligibility</b>	<ul style="list-style-type: none"> <li>• All candidates are required to pass YP SIMS.</li> <li>• All candidates are subject to security and identity checks prior to taking up post including DBS security clearance.</li> <li>• All external candidates are subject to 12 months' probation. Internal candidates are subject to probation if they have not already served a probation 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>
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<b>Hours of Work (Unsocial Hours) Allowances</b>	<p><b>Unsocial Hours Working</b></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 evenings, nights, weekends and Bank/Public holidays.</p>
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## Success Profile

Behaviours	Strengths  It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
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Communicating and Influencing		Fitness Standard		All candidates are required to pass an on line application and numeracy assessment, attend and pass a variety of assessments at Recruitment Assessment Centre; these include a written assessment, role plays, medical assessment and a fitness test.
Managing a Quality Service		Medical Standard		If successful in your application, your continuation in this role is dependent on passing all modules within the initial Prison Officer Entry Level Training (POELT), which is a pathway to becoming a fully competent Prison Officer. Failure to successfully complete and pass POELT course could result in your removal from this role and may result in the termination of your employment. Following completion of the POELT course you will be subject to a 12 month probationary period.
Making Effective Decisions		Numerical Ability		<p>If applying via the <b>FAST TRACK ROUTE</b> the job holder must hold a level four or equivalent qualification as listed below.</p> <p><b>FAST TRACK ONLY</b></p> <ul style="list-style-type: none"> <li>• Youth Justice, Psychology, Sociology</li> <li>• Teaching and learning support, youth work, childcare and parenting service</li> <li>• Social work – counselling, mental health, drug abuse, working with vulnerable people</li> <li>• Probation practice</li> <li>• Mental health/nursing/healthcare</li> <li>• Coaching</li> <li>• Therapeutic practice</li> </ul>

Working Together				<p><b>ALL CANDIDATES</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• All candidates will be expected to complete training, including modules towards a level four youth justice qualification, which will be funded as part of their role, to develop specialist skills required to work with the young people in custody.</li> <li>• All candidates will also be expected to complete additional vocational youth custody training prior to working with young people, including courses on minimising and managing physical restraint.</li> <li>• A desire and ability to care for complex and challenging young people to help them turn their lives around.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• An understanding of offending, child and adolescent development and the impact of trauma on development.</li> </ul>