



HM Prison & Probation Service

Job Description (JD)

Band 4

Group Profile – Vocational Instructor (VI)

Job Description – VI : Media

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Job Description

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

Overview of the job	This is a non-operational 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.</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 training to prisoners in media including radio, production to cover both the establishment's needs and aspirations in working towards gaining industry recognised accreditations. • Participate in the selection process of prisoners for the workshop/area of work undertaking prisoner learning need assessments. • 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. • Provide support for prisoners where required; tailor learning and training requirements to individual needs. • Maintain and update learner records including their Individual Learning Plan accordingly. • Assess and evaluate skills of prisoners including National Vocational Qualification levels 1 and 2 and other relevant industry recognised qualifications. • Liaise with Headquarters Learning and Skills staff where required. • Undertake the registration, supervision, monitoring, assessment and accreditation of learners in accordance with awarding body requirements. • Maintain awarding body quality standards and contribute towards internal and external verification as required. • Set learning aims and learning goals, reviewing and providing feedback on prisoner progress. • Provides support and advice on career opportunities for area of work. <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.

	<ul style="list-style-type: none"> • 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 learners' 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> <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.
Ability	
Experience	
Technical	<ul style="list-style-type: none"> • Staff can work towards a Level 3 vocational qualification in Radio broadcasting or be able to demonstrate at least 2 years relevant vocational experience in media. • In addition they will require the following: <ul style="list-style-type: none"> ○ Advanced voice and presentation coaching ○ Advanced Interviewing techniques ○ Production enhancement

	<ul style="list-style-type: none"> ○ Assessors qualified or be willing to achieve this within 6 months, Knowledge of accreditation process including the Qualification and Credit Framework • When transferring to a Young Persons establishment the job holder will be required to successfully undertake an assessment to demonstrate suitability to work with Young People.
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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 as part of the normal shift commitment 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 including 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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Leadership				Staff can work towards a Level 3 vocational qualification in Radio broadcasting or be able to demonstrate at least 2 years relevant vocational experience in media.
Communicating and Influencing				In addition they will require the following: <ul style="list-style-type: none"> Advanced voice and presentation coaching Advanced Interviewing techniques Production enhancement Assessors qualified or be willing to achieve this within 6 months, Knowledge of accreditation process including the Qualification and Credit Framework
Working Together				When transferring to a Young Persons establishment the job holder will be required to successfully undertake an assessment to demonstrate suitability to work with Young People.
Managing a Quality Service				