



# HM Prison & Probation Service

## Job Description (JD)

### Band 4

### Group Profile: Specialist Production Instructor (SPI)

### Job Description: SPI: Vehicle Maintenance and Valeting

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# Job Description

<b>Job Title</b>	SPI: Vehicle Maintenance and Valeting
<b>Group Profile</b>	Specialist Production Instructor
<b>Organisation Level</b>	Delivery
<b>Band</b>	4

<b>Overview of the job</b>	This is a non-operational instructional job in an establishment.
<b>Summary</b>	<p>The job holder will be responsible for providing supervision, knowledge and skills to prisoners in a specialist workshop so they can improve their employment prospects on release with a view to reducing reoffending. The job holder will ensure that all services are provided to a high standard and that security and control is maintained at all times. The job holder will be able to teach prisoners towards achieving nationally recognised qualifications and may be supported by external organisations such as local colleges.</p> <p>This job description is not for use by job holders in basic assembly/packing workshops, instead Mentor: Instructor should be used. However, on an exceptional short term basis job holders can supervise prisoners in more basic workshops.</p> <p>This is a non-operational job in an establishment with no line management responsibilities. This role is non-rotational.</p>
<b>Responsibilities, Activities and Duties</b>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• May participate in the selection process of prisoners for the workshop/area of work and take a pronounce lead in recruiting and dismissing from the workshop based on performance, attendance and conduct.</li> <li>• Deliver training to prisoners in vehicle maintenance and valeting to cover both the establishment's needs and aspirations in working towards gaining industry recognised accreditations.</li> <li>• Inducting prisoners and training them in aspects such as health and safety, Control of Substance Hazardous to health (COSHH), machinery and tools usage.</li> <li>• Set work schedules and manage targets/quality standards, maintaining delivery of contractual arrangements.</li> <li>• Assessing and evaluating skills of prisoners up to national qualification standards.</li> <li>• Undertake the registration, supervision, monitoring, assessment and accreditation of learners in accordance with awarding body requirements.</li> <li>• Maintain awarding body quality standards and contribute towards internal and external verification as required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Supervise and maintain discipline of prisoners within workshop/area of work, responsible for performance, motivation, discipline, appraisal and development of prisoners.</li> <li>• Maintain regular communications via radio net in accordance with Local Security Strategy (LSS).</li> <li>• Conducting a metal detector scan or rub down search of prisoners attending and leaving their own workshops.</li> <li>• 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.</li> <li>• Log attendance and approve prisoner hours worked and wages including recording piece work where appropriate.</li> <li>• Carry out fabric and tool checks of workshops and maintain security of areas, logging any tool/equipment faults and undertake planned maintenance programme on machinery.</li> <li>• Contribute to prisoner reports including parole and sentence planning.</li> <li>• Completing regime monitoring information and update prisoner training records.</li> <li>• Contribute to Health and Safety risk assessments relating to the workshop/area of work and specialist areas.</li> </ul> <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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## Civil Service Success Profile Criteria

<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Making Effective Decisions</li> <li>• Communicating and Influencing</li> <li>• Working Together</li> <li>• Managing a Quality Service</li> <li>• Developing Self and Others</li> </ul>
<b>Strengths</b>	We recommend you choose 4 to 8 strengths locally.
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Must have relevant work experience in a valeting and vehicle maintenance environment.</li> <li>• Preferable for candidate to have some supervisory experience.</li> <li>• Should have experience of using industrial standard machinery and equipment.</li> </ul>

<b>Technical requirements</b>	<ul style="list-style-type: none"> <li>• Currently hold or be prepared to work towards formal qualifications in valeting.</li> <li>• Staff will have or be willing to work towards a teaching qualification such as Preparing to Teach in the Lifelong Learning Sector (PTTLS).</li> <li>• Will be qualified to deliver WAMITAB qualification in this area or willing to achieve this qualification within 6 months of appointment to this role.</li> <li>• Currently hold or be prepared to work towards WAMITAB qualifications.</li> <li>• May be a qualified NVQ assessor or be prepared to work towards qualifications.</li> <li>• 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.</li> </ul>
<b>Ability</b>	<ul style="list-style-type: none"> <li>• Basic English</li> <li>• Basic Maths</li> <li>• IT Skills</li> </ul>

<b>Minimum Eligibility</b>	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> <li>• All candidates are subject to security and identity checks prior to taking up post.</li> <li>• 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.</li> <li>• All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.</li> </ul>
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<b>Hours of Work (Unsocial Hours) Allowances</b>	<p>37 hour working week</p> <p>Unsocial Hours- TBC by recruiting manager</p> <p>The job may require working unsocial hours and a payment at the current approved organisation rate will be made in addition to basic salary 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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