



# HM Prison & Probation Service

## **Job Description (JD)**

### **Band 6**

### **Group Profile – Advisor (A)**

### **Job Description – A : Teacher**

<b>Document Ref.</b>	OR JES 212 JD-B6 : A : Teacher
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<b>JD Evidence</b>	

## Job Description

<b>Job Title</b>	A : Teacher
<b>Group Profile</b>	Advisor
<b>Organisation Level</b>	First Line Management
<b>Band</b>	6

<b>Overview of the job</b>	This is an advisory job in an establishment.
<b>Summary</b>	<p>The job holder is responsible for developing prisoner skills and increasing educational attainment by designing and delivering educational courses including recognised and accredited qualifications and basic skills to prisoners, providing a range of educational programmes and supporting independent learning.</p> <p>In Welsh establishments teachers are directly employed by HMPPS to actively provide (design and deliver) accredited educational programmes to prisoners.</p> <p>This is a non-rotational, non-operational job with no line management responsibilities.</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>• Design and deliver a range of education courses to meet the diverse needs of the prisoner population and facilitating accredited courses through external examining bodies including GCSEs, A-Levels, Higher Education (Open University).</li> <li>• Review, promote and update the range of courses on offer in the establishment, including the content and any materials used to deliver it.</li> <li>• Interview prisoners to discuss previous learning experiences and assess skills.</li> <li>• Develop work schemes and lesson plans ensuring that these meet the criteria set by the relevant examining board.</li> <li>• Process applications for open learning: risk assesses the application, identify funding and facilitate courses with external learning providers.</li> <li>• Supervise prisoners whilst engaged in education classes.</li> <li>• Holds 1:1 tutorials with prisoners to support their individual learning needs and supports them on open learning courses by accessing materials (such as information from the internet) on their behalf.</li> <li>• Assess and mark work including formal coursework related to exam courses.</li> <li>• Invigilate exams and act as internal verifier/moderator for evidence based learning programmes.</li> <li>• Arrange exhibitions to showcase prisoners work, working with colleagues in the wider community.</li> </ul>

	<ul style="list-style-type: none"> <li>• Deliver skills development workshops to prisoners' families; e.g. Family Man, Story Book Dads, Fathers Inside.</li> <li>• Deliver against targets set by the Government based on progression and achievement through recognised education programmes.</li> <li>• Work with colleagues in Offender Management Unit to contribute to sentence planning and sentence planning reviews.</li> <li>• Prepares for announced and unannounced inspections.</li> <li>• Facilitate and support trainee teachers on work experience in the establishment as required including responsibility for their security during the placement; this may involve ongoing mentoring with the student teacher.</li> <li>• Represent the education department at internal employment boards to review job applications from prisoners and make recommendations about appropriateness of prisoner activities.</li> </ul> <p>Undertake other tasks including:</p> <ul style="list-style-type: none"> <li>• Undertake and ensure that all relevant administration, data collection and analysis including relevant Service Delivery Indicator's (SDI) are collated.</li> <li>• Liaise with external bodies where required.</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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<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Making Effective Decisions</li> <li>• Leadership</li> <li>• Communicating and Influencing</li> <li>• Working Together</li> <li>• Managing a Quality Service</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• Able to deal effectively and assertively with staff at all levels</li> <li>• Able user of MS Word and MS Excel</li> <li>• Information collation and analysis</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>Technical Requirements</b>	<ul style="list-style-type: none"> <li>• Must hold a Post Graduate Certificate in Education Further Education PGCE(FE).</li> <li>• Continued Professional Development (CPD) is mandatory for this role and will include regular retraining and up-skilling related to courses already being delivered or in the development of new courses, and in professional teaching skills/qualifications.</li> <li>• Must complete specific training to hold the qualifications required for area of specialism outlined on the Job Description.</li> </ul>
<b>Ability</b>	

<b>Minimum Eligibility</b>	<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>	37 hour working week.
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