



HM Prison & Probation Service

Job Description (JD)

Band 3

Group Profile – Non Vocational Instructor (NVI)

Job Description – NVI : Prep for Work

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Job Description

Job Title	NVI : Prep For Work
Group Profile	Non Vocational Instructor
Organisation Level	Delivery
Band	3

Overview of the job	This is a non-operational job in an establishment.
Summary	<p>The job holder will be responsible for instructing 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, good order and hygiene within workshops areas.</p> <p>This is a non-operational job 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"> • Supervise prisoners preparing them for adulthood, which includes teaching prisoners how to use a preparing them for work upon release, helping them complete curriculum vitae, time management, applying for jobs and interviewee skills • 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 • Ensure all tools, equipment and raw materials are safe, secure and properly accounted for • Actively contribute to prisoner reports, parole and sentence planning, ACCT and SIR's by providing information to case managers • Complete regime monitoring information and update prisoner training records • Provide administrative support for workshop activities and approve small value requisitions • Conduct roll check and rub down searches <p>Undertake other instructor tasks including:</p> <ul style="list-style-type: none"> • Actively contribute to prisoner reports, parole and sentence planning, ACCT and SIR's by providing information to case managers • Supervise and maintain discipline of prisoners within workshop/area of work, responsible for performance, motivation, discipline, appraisal and development of prisoners • Maintain regular communications via radio net in accordance with Local Security Strategy (LSS)

	<ul style="list-style-type: none"> • 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 • Will rub down and pat down search prisoners as required by management • Provide quality assurance against product specification • Log attendance and approve prisoner hours worked and wages including recording piece work where appropriate • Carry out fabric and tool checks of workshops and maintain security of areas, logging any tool/equipment faults • Contribute to Health and Safety risk assessments relating to the workshop/work of area and specialist areas • Participate in self-audit and in achieving Service Delivery Indicators (SDIs) • Complete administration activities to support the smooth running of the workshop and source small value requisitions • Understand, apply and conform to national and local policies • Establish, develop and maintain professional relationships with prisoners and staff • Maintain and update systems in line with local agreements • 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.
Essential Experience	Knowledge of accreditation process including the Qualification and Credit Framework
Technical Requirements	Hold the relevant Assessor qualification or be willing to obtain it within 6 months of appointment to the role
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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<p>Hours of Work (Unsocial Hours) Allowances</p>	<p>37 hour working week (standard).</p> <p>HMPPS Staff on closed pay structures only:</p> <p>Additional Conditioned Hours Pensionable (ACHP) Staff moving from a closed 39 hour pay structure will be eligible for the two protected pensionable additional committed hours (ACHP). They will work a 39 hour week consisting of the standard 37 hour week and a further 2 additional hours (ACHP) paid at plain time pensionable rate.</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 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 <small>It is advised strengths are chosen locally, recommended 4-8</small>	Ability	Experience	Technical
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Leadership			Knowledge of accreditation process including the Qualification and Credit Framework	Hold the relevant Assessor qualification or be willing to obtain it within 6 months of appointment to the role
Communicating and Influencing				
Working Together				
Managing a Quality Service				