



HM Prison & Probation Service

Job Description (JD)

Band 5

Group Profile – Custodial Manager (CM)

Job Description – CM: Physical Education & Staff Support (PESS) Manager

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Job Description

Job Title	CM: Physical Education & Staff Support (PESS) Manager
Group Profile	Custodial Manager
Organisation Level	First Line Management
Band	5

Overview of the job	This is a management job in an establishment.
Summary	The job holder will provide day-to-day management of the PE Department and support the delivery of the PE Pathways within the establishment. The job holder will be a Custodial Manager who will have additional specialist Physical Education Instructor (PEI) training to carry out this job. They will also be a key member of the establishment wellbeing committee and support staff returning to work, via line managers and occupational health practitioners. This is an operational, non-rotational, role with line management responsibilities.
Responsibilities, Activities and Duties	The job holder will be required to carry out the following responsibilities, activities and duties: • Responsible for the line management of all PE staff within their hierarchy including PE Band 3 Staff Support Officers. This includes staff performance, development and annual appraisal, through to sickness absence management and managerial enquiries. Supporting recruitment of PEIs locally and encouraging a diverse team through fair application of pre-selection processes. • The job holder will be required to undertake incident management response (Silver/Bronze) and undertake Orderly Officer duties via the establishment's rota. In addition to this, the job holder may be required, on a rotational basis, to be responsible for the establishment during the night period. This requirement will be based upon local risk assessment and establishment complexity. • Assist the Head of Function in developing PE pathways including supporting offender behaviour programmes through PE, education, violence reduction, IMH, resettlement, family ties, health, wellbeing and substance misuse to create and sustain a positive culture. Responsible for working closely with the Area Staff Support and Wellbeing Lead, and establishment senior management teams, to facilitate and inform on delivery of staff support services at an establishment level, and to facilitate and drive continuous improvement to the staff wellbeing offer.

	• Lead on the development of a local programme of support for staff fitness and wellbeing, in partnership with national teams responsible for Staff Wellbeing and Specialist Fitness Testing. • Act as internal verifier for all PE accreditations delivered within the PE department. • Manage the allocation of prisoners to PE activities via the Activity Management Unit ensuring maximum numbers of prisoners in PE activity and employment in order to achieve service delivery indicators (SDIs). • Ensure that prisoners are appropriately supervised, inducted, trained, deployed and paid within the PE department and that discipline, safer custody and health and safety practices are maintained at all times. • Plan staff rotas/self-rostering and work activity to plan and manage the delivery of the PE programme. • Work collaboratively with other departments and functional heads. • In collaboration with partners, stakeholders and service providers; design, develop and facilitate a curriculum of staff support and wellbeing activities, ensuring activities are strategically linked to the establishment People Plan and aligned to the HMPPS Business Strategy. 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. An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.
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Civil Service Success Profile Criteria

Behaviours	• Working Together • Leadership • Communicating and Influencing • Managing a Quality Service • Changing and Improving
Strengths	Note: we recommend you choose 4 to 8 strengths locally – select from the list of Civil Service strength definitions on the intranet.
Ability	N/A
Experience	• It is expected that the job holder will have previous experience of working as a PEI in a custodial setting. They will hold the necessary PE mandatory qualifications which are in date.

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Technical	The job holder will be a fully trained Prison Officer and will have completed SO or CM JSAC Assessment. They must hold full accreditation or will have been in post as a substantive Senior Officer prior to 1997 or were a Senior Officer (specialist) who reverted to Senior Officer (mainstream) under the terms of PSI 05/2006 without the requirement to hold the SO JSAC accreditation. They will possess a thorough knowledge of PE policy and standards. They will hold an IQA qualification or equivalent to oversee the delivery of all PE educational qualifications or working towards this.
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Minimum Eligibility	<i>Please do not alter this box</i> - 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	37 hour working week (standard). HMPPS Staff on closed pay structures only: 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. Unsocial Hours Working: This role requires working regular unsocial hours and a payment at the current approved organisation rate will be made 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.
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