



# HM Prison & Probation Service

## Job Description (JD)

### Band 4

### Group Profile – Supervising Officer (SO)

## Job Description – SO : Physical Education Instructor (PEI)

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## Job Description

<b>Job Title</b>	SO : Physical Education Instructor (PEI)
<b>Group Profile</b>	Supervising Officer
<b>Organisation Level</b>	Delivery 3-4
<b>Band</b>	4

<b>Overview of the job</b>	This is an operational job in an establishment.
<b>Summary</b>	<p>The job holder will be a Supervising Officer who will have additional specialist Physical Education Instructor training to carry out this job.</p> <p>The job holder will provide day-to-day supervision and support for Physical Education Instructors, co-ordinating the delivery of the regime and activities within the Physical Education (PE) function in an establishment.</p> <p>The job holder will ensure that all activities undertaken comply with Health and Safety legislation and National Governing Body requirements. Implementation of all safety requirements recommended by National Governing Bodies and Association for Physical Education (AfPE) 'Safe Practice in PE' publication controlling each sport or activity.</p> <p>The job holder will coordinate initial staff response until a Custodial Manager is in attendance.</p> <p>The job holder will undertake Regime Officer duties via the establishment's rota and 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.</p> <p>This is an operational job with no line management responsibilities; however they will have supervisory responsibilities for staff.</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>• Supervises resources to deliver Physical Education (PE) in accordance with agreed delivery specification.</li> <li>• Use specialist PE knowledge in order to coach and mentor specialist PE officers and support their development in accordance with key competencies and training needs.</li> <li>• Collects, collates, and analyses data concerning PE and produces reports for the Custodial Manager. Ensures any action plans required are implemented.</li> <li>• Contributes to the PE delivery plan and planned hours document.</li> <li>• Provide advice and guidance on purchasing specialist equipment.</li> <li>• Support the Custodial Manager in developing links with external organisations, stakeholders, local community partnership organisations and other HMPPS establishments.</li> <li>• Ensures compliance with statutory requirements and national and local policies and guidelines relating to PE provision, making sure that all risk assessments, Safe Systems of Work (SSW) and accidents are risk managed as per national and local guidelines.</li> <li>• Ensures that prisoners are appropriately supervised, inducted, and trained, within PE and that discipline, safer custody, decency and Health and Safety practices are maintained at all times.</li> </ul>

- Ensure the delivery of a varied PE programme, which complements the prison regime and reflects the competencies/qualifications of the PE staff.
- Provide specialist knowledge and guidance in the implementation, monitoring and reviewing of the effectiveness of the PE regime including accredited/offending behaviour programmes.
- Supervise, manage and control prisoners decently, safely and securely whilst carrying out all activities.
- Understand, apply and comply to national and local policies.
- Establish, develop and maintain professional relationships with prisoners and staff.
- Maintain and update systems in line with local agreements.
- Prepare relevant documentation to managers for verification/quality checking purposes.
- Attend and contribute to relevant meetings as required.

Undertake other Supervisory tasks including:

- Supervise all staff within their area of responsibility ensuring they are briefed on the work for the day.
- Prepare and deliver team briefings and handovers as appropriate.
- Supervise and prioritise activities in line with local procedures ensuring workload/regime is delivered escalating issues to Custodial Manager when required.
- Promotes Prison Service policy in all activities and behaviours by promoting diversity, decency, safety and reducing re-offending agendas.
- Supervise and support Prison Officers and other staff when dealing with prisoner applications and other issues raised by prisoners.
- Supervise and support Prison Officers with actions arising from Standard Audit, Her Majesty Inspectorate of Prisons (HMIP) Action Plans, Managing Quality of Prison Life (MQPL) surveys including local self audit action plan.
- Co-ordinate any paperwork for the Incentive and Earned Privileges (IEP) scheme, completing relevant documentation for submission to Custodial Manager.
- Support and create a safe working environment for staff, prisoners and visitors by adhering to Health and Safety legislation, ensuring Safe Systems of Work (SSOW) and risk assessments are followed reporting incidents to Custodial Manager.
- Coach and mentor staff including new recruits and arrange for other staff to provide mentoring support as required to Prison Officer Entry Level Training (POELTs) and new graduates.
- Co-ordinate and collate data concerning their area of work.
- Coordinate initial staff response at the scene of an incident until a Custodial Manager is present.
- Contribute to the development and application of local policy, procedures and practice.
- Contribute to staff appraisals, feeding relevant performance information to Line Managers.
- Allocate daily staff resources to activity within their unit where appropriate.
- Will manage a caseload of Assessment Care in Custody Teamwork (ACCTs) within their work area.
- Discharging prisoners subject to local risk assessment.
- Carryout checks as required including those for Cell Sharing Risk Assessment (CSRA), Incentives and Earned Privileges (IEP).

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.

<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Delivering at Pace</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>• Must be competent in custodial procedures, including dynamic risk assessments.</li> </ul>
<b>Technical Requirements</b>	<ul style="list-style-type: none"> <li>• Successful completion of POELT and probation period</li> <li>• Must have passed Physical Education Instruction Pre-selection assessment</li> <li>• Must be trained in restraint techniques</li> <li>• Must have completed Physical Education Instruction qualification or if successful on interview must successfully complete the Physical Education Instruction qualification, and must also pass a fitness test</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>	

<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 (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 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

<b>Behaviours</b>	<b>Strengths</b>  It is advised strengths are chosen locally, recommended 4-8	<b>Ability</b>	<b>Experience</b>	<b>Technical</b>
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Delivering at Pace			Must be competent in custodial procedures, including dynamic risk assessments.	Successful completion of POELT and probation period.
Leadership				Must be trained in restraint techniques.
Communicating and Influencing				Must complete Physical Education Instruction Qualification, and must also pass a fitness test.
Working Together				Must have passed Physical Education Instruction Pre-selection assessment
Managing a Quality Service				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.