

Overview

HMPPS requires a strong pipeline of talent to provide strong and effective leadership to assure future performance. Research into prisons has identified good leadership as crucial for creating rehabilitative environments.

The Future Prison Leaders Programme is a talent intervention to attract individuals with the potential to become future operational leaders and to develop them to a high standard. To provide the selected participants with comprehensive operational experience, they will rotate through roles as Prison Officer, Custodial Manager (CM), and Head of Function (HoF). This rotation will help participants develop a thorough understanding of prison systems and enhance their operational skills.

To prepare for these roles, a comprehensive suite of experiential and training opportunities are provided to support positive learning transitions. This suite includes a two-week induction, eight-week Foundation Training; Enable Package training for CMs and HoF; guidance on reviewing Personal Development Plans; and immersive experience days with reflective practice time. Participants must also maintain Reflective Professional Journals throughout their placements and meet the requirements for progression and development throughout the programme.

Support will be available from various sources, including their cohort (both informally and through action learning sets), mentors, and line managers.

Year One - Prison Officer

Your first year will see you working on the frontline as a prison officer. This is where, alongside your leadership development, you will learn the realities of working on the ground and building positive and meaningful interactions with prisoners.

Skills you need to be a prison officer:

- empathy
- great communication skills
- self-confidence
- an ability to think on your feet
- resilience
- to be a team player

Working in a prison is fast-paced and varied. You will be trained for all kinds of situations, from keeping the prison safe to helping prisoners learn new skills.

This will include:

- how to look after people in custody
- search and security procedures
- use of prison radios and keys
- how to de-escalate challenging situations
- control and restraint techniques

As a prison officer, you will have responsibility for some prisoners. You will meet with them regularly to support their rehabilitation. This might involve encouraging them to take part in education, substance recovery programmes and to maintain links with family members.

The prisoners you work with will depend on the type of prison.

During year one you will prepare to take your Custodial Manager Assessment.

Year Two- Custodial Manager

Custodial Managers oversee prison activities across multiple departments, manage staff, ensure safety and security, and coordinate daily operations. The role includes incident management, staff development, and effective communication to ensure a rehabilitative environment. Custodial Managers also handle reporting, resource allocation, and collaboration across departments to support the smooth functioning of the prison.

Year Three - Heads of Function

Heads of Function are pivotal in managing specific operational or non-operational areas within a prison establishment. They ensure effective service delivery, oversee staff performance, and maintain a safe environment, all while contributing to the prison's strategic objectives.

These leaders support and guide their teams to deliver positive outcomes for people in custody, driving change and exemplifying the behaviours and standards expected within His Majesty's Prison and Probation Service (HMPPS). Depending on the needs of the prison, Heads of Function may be responsible for areas such as security, operations, or other specialised functions.

In addition to their management duties, Heads of Function are involved in incident management, policy implementation, and resource allocation. They play a crucial role in staff development, ensuring their teams possess the necessary skills and competencies to perform their duties effectively. Overall, they are key leaders within the prison, ensuring that all aspects of their designated function run smoothly and

contribute to the overall safety, security, and rehabilitative environment of the establishment.

Becoming a future prison leader

Upon successful completion of the leadership programme, you will be a permanent head of function. You should also have gained the necessary knowledge and experience to take an assessment to see if you are ready to progress to be a deputy governor.

Reporting into a prison's governing governor, a deputy governor is a senior manager who is accountable for providing leadership and direction, making strategic decisions and managing risks in a prison.

Technical Requirements

Job holders must complete specific training in their specialism once they take up post. All candidates are required to pass various recruitment stages including an Assessment Centre; these include a written assessment, role plays, medical assessment, and a fitness test. If successful in your application, your continuation in this role is dependent on passing all modules within the initial Foundation Training, which is a pathway to becoming a fully competent Prison Officer. Failure to successfully complete and pass Foundation Training could result in your removal from this role and may result in the termination of your employment.

Following completion of the Foundation Training you will be subject to a 12-month probationary period. Moving from Prison Officer to Custodial Manager you will require the endorsement from your line manager and Governing Governor via the CMAC Readiness Assessment. You will also be required to complete the CMAC Portfolio (embedded into the Reflective Learning Journal).

Ability

- Fitness Standard
- Medical Standard
- Numerical Ability
- Successful completion of Foundation training and probation period
- Must be trained in restraint techniques

Minimum Eligibility

- All candidates are subject to security and identity checks prior to taking up post.
- All external candidates are subject to 12 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.

Responsibilities and Duties

Each role has a specific set of responsibilities and duties which must be performed to HMPPS standards. These may include maintaining security and order within the prison, supervising, and managing staff and prisoners, implementing policies, overseeing daily operations, and ensuring the safety and rehabilitative environment of the establishment.

Working pattern

Prisons need 24/7 coverage and most prisons work on a rolling shift pattern of 39 hours. Your shift patterns will include some nights, weekends, and public and bank holidays (any public or bank holidays you work will be added to your annual leave allowance).

Your salary will reflect the number of hours you work (37, 39 or 41 hours a week).

Shifts usually follow regular hours, although the start and finish time may vary depending on your prison. Prisons run to tight time schedules so you will need to plan your travel to ensure you are at work and ready to start your shift on time.

<https://prisonandprobationjobs.gov.uk/roles-at-hmppps/prison-officer/life-as-a-prison-officer>

Unsocial Hours Working

This role requires working regular unsocial hours and a 20% 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 evening, nights, weekends, and Bank / Public holidays

Work-life balance options may be available after you have completed your initial training. You will need to talk to your line manager about this.

A range of employee benefits

As well as a generous annual leave allowance and one of the best pension schemes in the UK, you will enjoy a range of great Civil Service benefits.

