



# HM Prison & Probation Service

## Job Description (JD)

### Band 4

### Group Profile – Prison Officer Specialist (POS)

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

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# Job Description

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

<b>Overview of the job</b>	<p>This is an operational job in an establishment.</p> <p>All staff have a responsibility to safeguard and promote the welfare of children. The post holder must undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.</p>
<b>Summary</b>	<p>The job holder will be a Prison Officer who will have additional specialist Physical Education Instructor training to carry out this job.</p> <p>They will supervise and support prisoners in a secure custodial setting, ensuring all services are provided to a high standard and that security and control are maintained at all times.</p> <p>They will also be deployed as a Supervising Officer where required.</p> <p>This is an operational job with no line management; 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>• Initiate, develop and deliver physical education programmes and activities for prisoners. Customise programmes for individual prisoners as appropriate.</li> <li>• Deliver gym inductions including health and safety and equipment usage.</li> <li>• Deliver pre-planned accredited education activities and manual handling training to prisoners, adhering to Office for Standards in Education (OFSTED) guidelines.</li> <li>• Interview and allocate prisoners onto courses. Carry out initial risk and health assessment of prisoners and liaise with healthcare to ensure that they receive a medical check-up where required and assist with the rehabilitation of sports injuries.</li> <li>• Regularly review Individual Learning Plans (ILPS) set and monitor targets to challenge prisoners.</li> <li>• Have regular contact with awarding bodies regarding courses and certification.</li> <li>• Identify opportunities for and manage prisoners' participation in external activities, events and award schemes.</li> <li>• Act as internal verifier for internal courses.</li> <li>• Provide fitness training for staff and contribute to 'Well Being' Days.</li> <li>• Conduct regular equipment checks and maintain logs.</li> <li>• Order new equipment when required and ensure all repairs are completed on existing equipment.</li> </ul> <p>Undertake other tasks including:</p> <ul style="list-style-type: none"> <li>• Supervise, manage and control prisoners decently, lawfully, safely and securely whilst carrying out all activities.</li> <li>• Exercise the powers of a Constable.</li> <li>• Conduct searches on prisoners, staff and visitors as required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Undertake external escorts.</li> <li>• Undertakes 'first on scene' incident response.</li> <li>• Maintain and update systems in line with local agreements.</li> <li>• Prepare relevant documentation for managers for verification/quality checking purposes.</li> <li>• Attend and contribute to relevant meetings as required.</li> <li>• Complete and update Personal Emergency Evacuation Plan.</li> <li>• Establish, develop and maintain professional relationships with prisoners and staff.</li> <li>• Understand and comply with national/local policies and legislation.</li> </ul> <p>When required act as a Supervising Officer as per the following job descriptions:</p> <ul style="list-style-type: none"> <li>• SO : Safe, Decent and Secure / YP</li> <li>• SO : Operations / YP</li> <li>• SO : Special Unit</li> <li>• SO : Category A Escorts</li> <li>• SO : Nights / YP</li> <li>• SO : Regime</li> <li>• SO : PEI</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>• 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 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

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
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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 have passed Physical Education Instruction Pre-selection assessment
Communicating and Influencing				Must be trained in restraint techniques
Working Together				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
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.