



HM Prison & Probation Service

NPS Job Description (JD)

NPS Band 4

Directorate: National Probation Service

Job Description: Practice Tutor Assessor

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NPS Job Description

Job Title	Practice Tutor Assessor
Directorate	National Probation Service
Band	4

Overview of the job	<p>This is an NPS role. The post holder will be a member of the divisional training team in NPS or in HMPPS Wales. The post will be based within one of the NPS divisions or in Wales with some travel outside of that area</p> <p>The post holder will report to the Divisional Training Manager/Deputy Divisional Training Manager. The training function is part of the HMPPS Learning & Development Group.</p> <p>The post holder works as part of the divisional training team to deliver probation qualifications at local level. This will include co-ordinating the needs of a group of learners and working with them individually and in groups both in the NPS and CRC.</p> <p>Regular travel and some overnight stays are an integral part of this role. When required, PTAs will be expected to provide mutual assistance to other parts of HMPPS L&D in order to meet the business need.</p> <p>The role is a training function and the post holder will be required to apply their professional skills and specialist knowledge to ensure the effective delivery of probation qualifications and associated professional skills.</p> <p>This post will not have line management responsibilities.</p>
Summary	<p>Co-ordinate and deliver all aspects of probation qualifications including brokering learning opportunities and monitoring the progress of learners based in NPS/HMPPS in England and Wales and in CRCs. Duties will include mentoring, assessment and coaching of learners in these organisations.</p> <p>Assess VQ candidates in compliance with the requirements of the Awarding Body Design and deliver professional skills workshops</p> <p>The post holder will be required to undertake quality assurance functions of learner work products and other quality functions dependant on business need. Relevant training will be provided.</p>
Responsibilities, Activities & Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Participate in the selection of learners due to undertake probation qualifications • Undertake the design, co-ordination and delivery of a range of training and learning opportunities to facilitate the learner's achievement of probation qualifications. • Identify individual learning needs, including reasonable adjustments and issues relating to learning style • Complete and monitor a learning agreement for each learner in accordance with the Regulatory Framework • Undertake regular developmental sessions with learners to identify ongoing needs and review progress on the qualification • Identify performance issues and report these to the relevant line manager and to the Divisional Training Manager. Collaborate with the line manager to develop and an action plan to address issues. • Provide written reports in respect of learner progress, including in relation to performance management.

	<ul style="list-style-type: none"> • Proactively manage learner attendance at learning events and support managers in taking remedial action to manage sickness absence to achieve qualification completion. • Provide coaching, mentoring, quality assurance and support the development of reflective practice in all aspects of work with learners and colleagues. • Provide PTA cover in the absence of colleagues • Attend all required training and assessment sessions and achieve the assessor award within 12 months of taking up post • Use a variety of assessment methods with learners in line with the Awarding Body and sector assessment strategy, including written observations, performance feedback and digital recordings of professional discussions • Maximise the use of IT and technology, including the use of the eportfolio system • Attend standardisation meetings as required and liaise with Internal and External Quality Assurers to ensure the consistency and quality of assessments • As and when required, undertake Internal Quality Assurance processes including chairing standardisation meetings; liaison with National Centre and divisional teams; attend Qualification Assurance Group as divisional representative and prepare for External Quality Assurance visits. • Ensure assessment processes reflect best practice, are fair and consistent and meet the requirements of the Awarding Body • Liaise with staff at the Higher Education provider to ensure learners' progress towards achievement of academic awards and verify work based assignments, if required • Develop and maintain effective working relationships with learners, colleagues and external agencies including CRCs • Maintain probation professional knowledge by attending relevant training events and practical experience, as identified in the appraisal process. • Travel regularly across the division/Wales and elsewhere, as required by the role <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>
Behaviours	<ul style="list-style-type: none"> • Leadership • Developing Self and Others • Working Together • Delivering at Pace • Communicating and Influencing • Making Effective Decisions
Strengths	It is advised strengths are chosen locally, recommended 4-8
Essential Experience	<ul style="list-style-type: none"> • Experience of probation practice and knowledge of latest policy developments • Strong organisational skills, planning and attention to detail • Excellent communication skills • Probation officer work with offenders
Technical requirements	<ul style="list-style-type: none"> • Probation Officer Qualification • Knowledge of probation qualifications

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.
Hours of Work (Unsocial Hours) Allowances	

Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
Leadership			Experience of probation practice and knowledge of latest policy developments	Probation Officer Qualification
Developing Self and Others			Operational Experience as a probation officer	Knowledge of probation qualifications
Working Together			Strong communication skills, and organisational skills, incl. planning and attention to detail	
Delivering at Pace				
Communicating and Influencing				
Making Effective Decisions				