

## JOB DESCRIPTION

<b>EMPLOYER</b>	Lancashire Probation Trust
<b>JOB REF:</b>	8/179
<b>JOB TITLE:</b>	PSO – Programme Tutor
<b>LOCATION:</b>	Countywide
<b>FUNCTION:</b>	Interventions
<b>AREA:</b>	Programmes
<b>SALARY BAND:</b>	Band 3
<b>RESPONSIBLE TO:</b>	Treatment Manager
<b>RESPONSIBLE FOR:</b>	Not applicable
<b>HOURS OF WORK:</b>	<p>37 hours per week.</p> <p>Evening and weekend working will be a requirement of the job. Enhanced rates of pay will be payable for time worked outside the “normal hours band” in accordance with the white book.</p> <p>Work in excess of contracted hours will attract excess hours payments <b>OR</b> time of in lieu (dependant upon Job Band).</p>
<b>CAR STATUS:</b>	Casual

***This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time and should not be regarded as exclusive or exhaustive. There may be other duties and requirements at the same or lower responsibility level associated with this post.***

<b>Name of Postholder:</b>	
<b>Signature of Postholder:</b>	
<b>Name of line manager:</b>	
<b>Signature of Line Manager:</b>	
<b>Date:</b>	June 2008

## **OVERALL PURPOSE OF JOB:**

The Probation Service Officer (PSO) role in Lancashire is integral to the core activities within the two disciplines of Offender Management (which includes courts and prisons) and Interventions (which includes unpaid work, victims and programmes). The Probation Service Officer has an important part to play in the supervision of offenders. This will include taking a central role in their supervision and the delivery of groupwork programmes.

Probation Service Officers will work in various units and locations in Lancashire. Although they will normally work within either Offender Management or Interventions, flexibility will be needed and they may therefore be required to undertake any reasonable combination of duties and responsibilities. Career development will be encouraged for Probation Service Officers across the various roles in accordance with the service's mobility policy

Probation Service Officers will be required to:-

- Work to high professional standards
- Comply with the Area's Equality and Diversity Strategy and associated procedures and embrace a culture which values diversity
- To ensure the health, safety and welfare of self and others in accordance with the Area's Health and Safety Policy and associated procedures and embrace a culture which embeds a H&S culture.
- Operate in an open, transparent and participative way
- To promote the aims and values of the National Probation Service and NOMs

## **MAIN RESPONSIBILITIES AND DUTIES**

To deliver a range of accredited programmes to offenders for offenders in accordance with area policy and procedures.

## **SPECIFIC TASKS AND ACTIVITIES**

### **Operational:**

1. To deliver structured groupwork and individual programmes.
2. Assist in the assessment of offenders pre-sentence/pre-release
3. Instruct offenders to attend required groups and programmes as required
4. Maintains offender and programme activity records
5. To promote the work of the Programmes Unit with Offender Managers, sentencers and external organisations.
6. Liaise with Offender Managers and relevant external organisations in connection with offenders attending programmes.
7. Contribute to the evaluation of groupwork programmes.
8. Produce session records and other relevant documents and reports as required using the area's computer-based systems.

9. Maintain IAPS database
10. Attend programmes specific training and other relevant courses in order to increase knowledge and skills.
11. Work collaboratively with other members of the accredited programmes team ensuring good communication to enable the effective delivery of programmes
12. Complete programme reports as required.

**General:**

13. Ensure effective working with offender management staff, service providers and external agencies to revise progress and associated risks.
14. To provide cover to other programme teams and other Interventions units and offender manager units as required.
15. Demonstrate pro-social modelling skills by consistently praising pro-social behaviour and attitudes, challenge anti-social behaviour and attitudes
16. Work with the offender to ensure that they understand the links between all the relevant interventions. Facilitate the offender's understanding of the links between the different interventions; help the offender make the links between new learning and their day-to-day environment; ensure offender practices new skills and behaviours and demonstrates new behaviours in their own environment.
17. To work in accordance with effective practice principles, national standards, area policy and procedure and the offender management model.
18. To undertake any other duties which are commensurate with the grading of the post

***Relationships with:***

- Offenders
- Offender Managers
- Interventions staff
- External agencies