

## JOB DESCRIPTION

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| <b>Job Title :</b>     | Programme Tutor  |
| <b>Grade :</b>         | Pay Band 3   |
| <b>Location :</b>      | Posts Based in Specified Local Delivery Units  |
| <b>Responsible to:</b> | Manager - Interventions  |
| <b>Liaison with :</b>  | Other Local Delivery Units and Head Office , Other Agencies ,<br>Members of the Public |

## SCOPE AND FORMAT

This job description is in two parts . First there is a set of duties and responsibilities that apply to a standard Programme Tutor post at this level . These are in two sections , core operational and core administrative. There are then four sets of specialist duties that may apply to particular Programme Tutor posts in whole or in part and may replace some or all of the specific duties of the standard Programme description. The general duties may apply to all posts. Finally there is an Appendix headed Key Functions and Competences , which also applies to all posts.

## APPLICATION

The intention is to enable more flexibility in staff roles, in the interests of both efficiency and staff development. Any proposed changes to staff roles would be subject to consultation and to the person concerned possessing the necessary knowledge and skills to carry out the new duties, or receiving appropriate training and induction.

## DUTIES AND RESPONSIBILITIES

### Core Operational Duties

1. Responsible for the assessment of offender needs to achieve community reintegration; in the production of supervision plans based on these assessments; implement actions required by these plans.
2. Assist, support and encourage offenders appropriately to achieve successful completion of orders / licences, including provision of information on the consequences of non – compliance.
3. Undertake OASys assessments, initial sentence plans, (ISPs), and sentence plan reviews including assessment and review of risk. Draw up risk management plans for offenders posing low-medium risk of harm, using OASys documents.
4. Responsible for ensuring the safeguarding of children in all your contact with offenders, in accordance with the relevant practice instruction.

5. Ensure effective co-ordination and sequencing of identified interventions in relation to community sentences and licence supervision.
6. Prepare PSRs for distribution to sentencers, legal representatives and the Crown Prosecution Service (CPS). Ensure all information is accurate and appropriate. Ensure adherence to National Standards and time limits; ensure appropriate referrals to internal functional teams and / or external agencies as appropriate.
7. Review the progress of Court orders and licences in relation to failure to report, investigate failures and enforce in line with Essex CRC policies and procedures.
8. Initiate recall/breach proceedings and prepare documentation for summonses and warrants in breach, revocation, amendment and trial cases.
9. Arrange for offenders to partake in, or engage with, a variety of community-based activities relevant to the supervision plan.
10. Undertake home visits to interview offenders and their families and/or conduct interviews with offenders in Local Delivery Units and Prisons, using video conferencing facilities where appropriate..
11. Undertake home detention curfew checks and prepare associated reports.
12. Attend Magistrates' and Crown Courts in contested breach prosecutions as a witness.
13. Assist in co-ordination of all aspects of drug rehabilitation requirement (DRR) package as delivered to offenders subject to an order. Work closely with partner agencies, prepare reports to courts on cases and assist in follow up issues once the offender has completed the programme.
14. Liaise with other Service Units, external and partner agencies to ensure effective partnership working and effective Offender Management.
15. Be an effective team member and participate in functional / geographical team meetings and other meetings within and outside the CRC.
16. Contribute towards Essex CRC performance targets, as directed.
17. Refer cases to the Manager– Offender Management when offenders appear to present a high risk to the public and facilitate case transfer where necessary.

### **Core Administrative Duties**

18. Maintain case files, records in accordance with National Standards and Essex CRC Policies and Procedures, including records of any contact with offender and complete all administrative and statistical tasks relevant to the role.
19. Use the relevant information systems and technology effectively, including for example, Delius, Word, Excel, E-Mail systems, etc, as required / appropriate.
20. Participate in supervision and appraisal with the line manager, including performance and development reviews. Engage in relevant training and development. Maintain and develop own knowledge, skills and experience.

21. Ensure all activities are conducted in a non-discriminatory way in accordance with Essex CRC policies on equality of treatment and opportunity.
22. Ensure all activities are conducted in accordance with Essex CRC Health & Safety Policies and procedures.

### **Specialist Duties – Programmes**

1. Contribute to Court reports, liaising with Offender Managers to identify the appropriate programme/intervention to suit individual circumstances.
2. To assist in the development of sentence plans.
3. To prepare and conduct an assessment of all offenders with a programme requirement, to address and identify barriers to attendance.
4. Participate in and successfully complete assessment centres and training for programme delivery.
5. Using programme manuals, undertake pre-programme preparation and produce supporting materials and documentation.
6. Deliver evidence based programmes ensuring effective communication of the key [principles and maintaining programme integrity.
7. Participate in de-briefing processes and ensure that all associated records are completed appropriately.
8. Complete Post Programme Reports for each offender at the end of programmes within appropriate timescales, ensuring objectives set are included in the ongoing sentence plan.
9. Administer and where appropriate, score and interpret psychometric questionnaires.
10. When appropriate / available, participate and successfully complete the programme accreditation process, where required.
11. Contribute to training and development of Essex CRC staff and those of relevant outside / partnership agencies.
12. Liaise and work with offender managers to ensure the successful transition of cases from core accredited programmes into the next phase of supervision.
13. To be responsible for and engage with development opportunities including treatment manager processes and to look for opportunities for ongoing learning to develop own skills and knowledge.
14. Carry out any relevant and appropriate additional duties when requested to do so.

### **NOT INCLUDED:**

Core Operational 6, 7 or 8

## KEY FUNCTIONS AND COMPETENCES

### **VQ UNITS**

- AA1 Promote equality and value diversity
- AE1 Maintain and develop your own knowledge, skills and competence
- AB1 Communicate effectively with people
- GC4 Assess risk of harm and the need for intervention
- AC1 Contribute to the quality of team working
- GC7 Contribute to the prevention and management of abusive and aggressive behaviour
- EC1 Help individuals address their offending behaviour
- EC6 Assess individuals needs and plan agreed activities
- ED4 Deliver accredited programmes
- GJ1 Provide and evaluate agreed activities for individuals

### **COMPETENCES: COMMUNITY JUSTICE STANDARDS** **WORK WITH OFFENDING BEHAVIOUR**

#### **UNIT EC1: Help individuals address their offending behaviour:**

- Help individuals to understand their offending behaviour and associated risks (EC1.1)
- Help individuals to change their offending behaviour positively (EC1.2)

#### **UNIT GC7: Contribute to the prevention and management of abusive and aggressive behaviour:**

- Contribute to preventing abusive and aggressive behaviour, (GC7.1)
- Deal with incidents of abusive or aggressive behaviour (GC7.2)
- Contribute to reviewing incidents of abusive and aggressive behaviour, (GC7.3)

#### **UNIT AD1: Develop and sustain effective working relationships with staff in other agencies:**

- Develop effective working relationships with staff in other agencies, (AD1.1)
- Sustain working relationships with staff in other agencies, (AD1.2)

#### **UNIT AC1: Contribute to the development and effectiveness of work teams:**

- Contribute to effective team practice, (AC1.1)
- Contribute to the development of others in the work team, (AC1.2)
- Develop oneself in own work role (AC1.3)

#### **UNIT AA1: Promote equality and value diversity**

- Promote equality and diversity (AA1.1)

#### **UNIT AE1: Maintain and develop your own knowledge skills and competence,**

- Maintain and develop your own knowledge skills and competence (AE1.1)

### **NVQ OPTIONAL UNITS FOR OMS AND INTERVENTIONS**

#### **UNIT GB2: Support individuals experiencing difficulties**

- Identify factors contributing to individuals' difficulties (GB2.1)
- Assist individuals experiencing difficulties (GB2.2)

#### **UNIT EA1: Assessment individuals' offending behaviour and in planning provision:**

- Assessment individual's offending behaviour and associated risks, (EA1.1)
- Plan provision, (EA1.2)

**UNIT EB1: Supervise, enforce and review low to medium risk offenders serving sentences in the community:**

- Supervise low to medium risk offenders serving sentences in the community, (EB1.1)
- Enforce court orders and statutory licenses of low to medium risk offenders serving sentences in the community (EB1.2)
- Monitor and reviewing the progress of low to medium risk offenders serving sentences in the community, (EB1.3)

**UNIT DA1: Provide and obtain information at court and formal hearings**

- Provide and obtain written information at court and formal hearings (DA1.1)
- Make oral contributions to court and formal hearings(DA1.2)

**UNIT EA2: Process information relating to individuals' offending behaviour**

- Obtain and verify information from individuals about their offending behaviour (EA2.1)
- Obtain and verify information from others about individuals' offending behaviour (EA2.3)
- Record information relating to individuals' offending behaviour (EA2.3)

**UNIT EA3: Assess individuals' offending behaviour and prepare reports.**

- Assess individuals' offending behaviour and associated risks (EA3.1)
- Develop proposals for sentences (EA3.2)
- Prepare reports to inform sentencing (EA3.3)

**UNIT ED4: Deliver accredited programmes**

- Prepare for the delivery of programmes designed to reduce the risk of re-offending (ED4.1)
- Implement the delivery of programmes designed to reduce the risk of re-offending (ED4.2)
- Contribute to the monitoring and evaluation of programmes designed to reduce the risk of re-offending (ED4.3)

**UNIT GB2: Support individuals experiencing difficulties**

- Identify factors contributing to individuals' difficulties (GB2.1)
- Assist individuals experiencing difficulties (GB2.2)

**UNIT GC4: Assess risk of harm and the need for intervention**

- Identify the risk of harm indicators (GC4.1)
- Identify, monitor and review the need for intervention (GC4.2)