

## Job of The Week

# Probation Officer

### Key Skills

- knowledge of public safety and security
- patience and the ability to remain calm in stressful situations
- excellent verbal communication skills
- to be thorough and pay attention to detail
- counselling skills including active listening and a non-judgemental approach
- to be able to use a computer and the main software packages competently
- to be flexible and open to change
- the ability to work on your own
- the ability to understand people's reactions



### Salary

£24,000 - £40,000

### Working hours

36-38 per week  
evenings / weekends  
occasionally

Aspire | Challenge | Achieve

# Probation officer

## Work

You could start work as a probation services officer. Once you've built up your experience and completed on-the-job training, you could apply to join the Professional Qualification in Probation (PQiP) programme.

## Post 16

It would also be a good idea to take one or more of the following subjects at A Level:

- Psychology
- Sociology
- English Literature or Language

## Volunteering

You'll be expected to have paid or voluntary experience of working with vulnerable people, or people with challenging behaviour, before you apply for training. You can get this by working with charities and organisations that support ex-offenders.

## University

You can do a foundation degree, higher national diploma or degree in:

- criminology
- sociology
- psychology
- youth and community work

Similar subjects may be acceptable.

Once you finish your course you can apply for the Professional Qualification in Probation (PQiP) training programme. You need to complete this to become a qualified probation officer.

The PQiP programme takes between 15 and 21 months to complete, depending on what you studied at university.

## Entry requirements

You'll usually need 1 or 2 A levels, or equivalent, for a foundation degree or higher national diploma  
2 to 3 A levels, or equivalent, for a degree

## Career path and progression

After further training, you could specialise in working with certain groups, like high-risk prisoners or those who have committed sexual offences. With experience, you could become a senior probation officer. Further promotion usually means moving into management and away from direct work with offenders. You could also become an area manager.

## Day to Day tasks:

- interview offenders before sentencing or parole
- make sure offenders attend supervision appointments and rehabilitation programmes
- run programmes designed to change offenders' behaviour
- assess risks and write reports to help prisons and parole review boards make decisions
- work with victims of crime when prisoners are considered for parole
- help clients to get work or training, housing, or drug and alcohol treatment
- work closely with other agencies to manage risks and reduce reoffending

## Working conditions

You could work in a prison, in a court, in an office or in the community.

Your working environment may be emotionally demanding.

# Labour Market Information

In the Careers section of the school website you can find the useful comparison tool the 'Labour Market Information widget'.  
Use the widget to compare different job roles in any employment sector or relating specifically to the 'Job of the Week'.

Probation officers	
Weekly Pay <b>£640</b>	Annual Pay <b>£33,280</b>
Hours/Week <b>34h</b>	Hourly Pay <b>£19</b>
<b>Workforce Change</b> (projected)	
Growth <b>2.4%</b>	Replacement <b>54.3%</b>
<p>The workforce is projected to grow by 2.4% over the period to 2027, creating 400 jobs. In the same period, 54.3% of the workforce is projected to retire, creating 7,900 job openings.</p>	
<p>You might find this job in</p> <ul style="list-style-type: none"> <li>Social work</li> <li>Public admin. &amp; defence</li> </ul>	
<a href="#">More info</a>	<a href="#">Clear card</a>

Prison service officers (below principal officer)	
Weekly Pay <b>£660</b>	Annual Pay <b>£34,320</b>
Hours/Week <b>39h</b>	Hourly Pay <b>£17</b>
<b>Workforce Change</b> (projected)	
Contraction <b>-0.2%</b>	Replacement <b>38.3%</b>
<p>The workforce is projected to contract by -0.2% over the period to 2027, losing 100 jobs. In the same period, 38.3% of the workforce is projected to retire, creating 15,500 job openings.</p>	
<p>You might find this job in</p> <ul style="list-style-type: none"> <li>Public admin. &amp; defence</li> <li>Employment activities</li> <li>Auxiliary services</li> <li>Health</li> </ul>	
<a href="#">More info</a>	<a href="#">Clear card</a>

Legal professionals n.e.c.	
Weekly Pay <b>£1,690</b>	Annual Pay <b>£87,880</b>
Hours/Week <b>33h</b>	Hourly Pay <b>£51</b>
<b>Workforce Change</b> (projected)	
Growth <b>2.4%</b>	Replacement <b>54.3%</b>
<p>The workforce is projected to grow by 2.4% over the period to 2027, creating 1,600 jobs. In the same period, 54.3% of the workforce is projected to retire, creating 36,000 job openings.</p>	
<p>You might find this job in</p> <ul style="list-style-type: none"> <li>Legal &amp; accounting</li> <li>Public admin. &amp; defence</li> <li>Head offices, etc</li> <li>Financial services</li> <li>Auxiliary services</li> </ul>	
<a href="#">More info</a>	<a href="#">Clear card</a>

# Labour Market Information

## Probation officers

Probation officers work to rehabilitate offenders. They supervise, counsel and help them before trial, during any prison or community sentence and on release from prison.

Common tasks in this job:

- produces pre-sentence reports to the court about an individual's crime, their personal circumstances, the suitability of sentencing, the likelihood of re-offending and the future risk to the public;
- enforces court orders and serves the public by providing a wide range of supervision programmes for those in receipt of a community sentence;
- draws up probation plans with offenders and helps them follow it, advises them on any work and helps them with any family or social problems;
- works with prisoners in giving advice on problems such as drug and alcohol abuse, addressing training needs, finding work and getting accommodation;

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## Legal professionals n.e.c.

Job holders in this unit group perform a variety of other professional legal occupations not elsewhere classified in MINOR GROUP 241: Legal Professionals.

Common tasks in this job:

- co-ordinates the activities of magistrates courts and advises magistrates on law and legal procedure;
- provides legal advice to individuals within Citizens Advice, Law Centres and other such establishments;
- drafts and negotiates contracts on behalf of employers;
- advises employers, local and national government and other organisations on aspects of law and legislative implications of decisions made;

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## Prison service officers (below principal officer)

Prison service officers (below Principal Officer) direct, co-ordinate and participate in guarding inmates and maintaining discipline in prisons and other detention centres.

Common tasks in this job:

- escorts prisoners to and from cells and supervises them during meals, recreation and visiting periods;
- watches for any infringements of regulations and searches prisoners and cells for weapons, drugs and other contraband items;
- guards entrances and perimeter walls;
- investigates disturbances or any other unusual occurrences;

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Keep looking...

Use these links to learn more about our Job of The Week, consider the various pathways leading to the career, what you can be doing now to help yourself and other roles in the industry...

Take a look at these short videos for inspiration...

Train to be a probation officer: Will's story



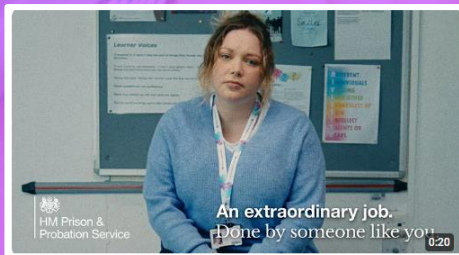
<https://www.youtube.com/watch?v=xwmT2l7560c&pp=ygUUhChJvYmF0aW9uIG9mZmljZXIgdWw%3D>

What does a Probation Services Officer do?



<https://www.youtube.com/watch?v=e8YKl0Tgoc&pp=ygUhcHJvYmF0aW9uIG9mZmljZXIgdGF5IGlulHRoZSBsaWZl>

An extraordinary job. Done by someone like you



[https://www.youtube.com/watch?v=Rbg0fut6dhl&pp=ygU\\_QW4gZ2h0cmFvcnRpbmFyeSBqb2lulERvbmUgYnkgc29tZW9uZSBsaWtlIHVldSB8lFByb2JhdG9lbiBibG92Zj](https://www.youtube.com/watch?v=Rbg0fut6dhl&pp=ygU_QW4gZ2h0cmFvcnRpbmFyeSBqb2lulERvbmUgYnkgc29tZW9uZSBsaWtlIHVldSB8lFByb2JhdG9lbiBibG92Zj)

Louisa's story: Trainee Probation Officer Programme



<https://www.youtube.com/watch?v=0nJx0y5tMc&pp=ygUcHJvYmF0aW9uIGlulHRoZSB1aw%3D%3D>

## Useful Websites

[Probation officer | Explore careers | National Careers Service](#)

[Trainee probation officer programme \(PQiP\) – Prison and Probation Jobs](#)

[HM Prison and Probation Service - GOV.UK \(www.gov.uk\)](#)

[Search | All results | UCAS](#)

[Uniformed Public Services Courses at Boston College](#)