



JOB DESCRIPTION SCHOOL STAFF INSTRUCTOR (SSI)

CCF DUTIES

In all aspects of the job relating to CCF activities the SSI is answerable to the Contingent Commander. The SSI is to provide the liaison between the contingent and the CCF RN HQ and Area Instructors. The following requirements, whilst being comprehensive, are not exhaustive and may be amended by agreement between the Contingent Commander and the SSI.

SAFETY

Be conversant with all safety regulations as laid down in CCF documentation, and by MOD Health and Safety authorities to ensure that the correct standards are maintained in all aspects of training. Produce written instructions for all training activities. Maintain current first aid qualification, attending refresher courses as required. Maintain all other professional qualifications pertaining to the role.

BUILDINGS

Liaise with safety inspectors and implement requirements following inspections. Be responsible for the maintenance of CCF infrastructure through the various authorities, North of England RFCA, MOD and school Health and Safety and Maintenance department.

INSPECTIONS

Prepare for, and be in attendance for all periodic inspections as follows:

- Biennial Inspection
- Equipment Care Inspections (ECI)
- Mandatory Equipment Inspection (MEI)
- Portable Appliance Testing (PAT)
- Unit fire inspection
- Unit security inspection
- Alarm testing
- Electrical installation inspection
- Annual radiation return

OFFICER TRAINING, RECRUITMENT AND RETENTION

Maintain comprehensive Personal Files for all officers on strength.

Liaise with HQ CCF RN regarding all aspects of CCF personnel and administration.

Arrange for delivery of commissioning papers for new officers, and assist in completion and submission.

Arrange security vetting.

Advise on officer training courses.

Apply for and arrange loading on Westminster database of officers on qualification courses e.g. CCF Initial Courses, AT training, first aid etc.

Update Cadet Force databases, namely Westminster with changes to officers' status.

Arrange for supply of officer uniform.

DATABASE

Schoolbase:

- Use Schoolbase to obtain cadet records, administrate events and record attendance as required.
- Write and input termly reports on cadets' performance.

Cadet Databases:

- Maintain up to date records of CCF officers, to include length of service, courses undertaken, promotions, qualifications and any other relevant details.
- Maintain officers' pay records.
- Manage cadet records (ensure all data is complete and up to date)
- Complete weekly parade registers.

MEETINGS

Attend all contingent officer meetings.

Attend meetings at CCF RN HQ, brigade, etc. as required.

TRAINING

Maintain discipline within the contingent.

Monitor training to ensure completeness and compliance with MOD directives and safety.

Parade Days:

- Assist with the planning and preparation of the relevant training programmes; publish for all contingent officers, and supporting units.
- Maintain a high standard of turnout and discipline.
- Ensure NCOs carry out designated tasks.
- Teach specific subject periods when required.
- Be available for evening and/or weekend training sessions as required.
- Ensure the quality of instruction by officers and cadet NCOs.

Cadet NCOs:

- Maintain good working relationships with all NCOs, particularly the Senior NCOs
- Advise and assist with NCO development and maintenance of standards of instruction and leadership.

Weekend Exercises/Field Days and Camps (when required)

- Attend weekend exercises, camps, term-time field days and occasional training days and parades as required.
- Plan and write training exercises as required.
- Review content of the weekend training exercises prior to submission to Training Safety Advisor.
- Assist staff with the writing of risk assessments.
- Manage the bookings and all aspects of planning for training events including accommodation, transport, feeding and equipment.
- Manage logistics whilst on camps including daily ration returns, use of hired transport and equipment care.
- Complete Authority to Train requests and submit for approval.
- Procurement of additional stores, including collection and delivery, and local purchase where applicable e.g. rations and loan equipment.
- Reconnaissance of training areas and attendance at training area conferences.
- The take over and hand over of training areas and accommodation.
- Compile nominal rolls for all exercises annotated with medical conditions, special needs, dietary requirements etc.
- Write and distribute admin instructions as required.
- Issue loan equipment to cadets and maintain records, ensure swift return on completion of exercises and follow up any late returns.
- Compile a list of charges for any lost equipment owned by the CCF.
- Report any MOD equipment faults.

EQUIPMENT AND STORES

- Be responsible for all non-financial accounts including clothing and stores.
- Order all clothing, rations and expendable items, using the recognised demand process.
- Supervise and record the issue and receipt of stores items.
- Organisation and maintenance of CCF stores.
- Procurement of CCF locally purchased equipment.
- Maintain records of clothing and equipment issued by MOD.
- Organise the repair and exchange of clothing and requests for additional clothing.
- Be responsible for the storage and issue of training publications and training aids.
- Organise purchase of boots and bulk ordering of clothing for new recruits in readiness for start of the school year.
- Liaise with school Health and Safety department regarding all aspects of Health and Safety in the CCF stores.
- Produce and update standing orders pertaining to the stores.

CO-CURRICULUM

- Provide extra-curricular outdoor pursuits opportunities for students after school during the week.
- GCSE outdoor pursuits options during lesson times as required.

STUDENT SUPPORT

- Assist with student support services as required

LIAISON

Maintain strong working relationships with:

- Area Instructors.
- Royal Navy CCF HQ.
- Local Royal Navy units.
- Other cadet units, UOTCs and Army Reserve units.

PERSONNEL ADMINISTRATION

Assist with the application and enrolment of new cadets.

Maintain unit nominal roll and update as required.

Check weekly parade registers.

Maintain and update CCF notice boards as required.

Enrol cadets onto external courses, process applications and distribute joining instructions.

Update unit events on the Westminster database.

HOURS OF WORK

This is a part-time position working 3 days per week with a half hour unpaid lunch break. Weekends and holidays when required.

PERSON SPECIFICATION

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ESSENTIAL

- Reliable
- Enthusiastic
- Knowledge of the cadet forces ethos and a desire to support, encourage and develop cadets
- Have a sound understanding of the G4 process
- Clean driving licence
- IT literate
- Ability to work independently
- Good time management and organisational skills
- Ability to work under pressure
- Be prepared to work long, sometimes odd flexible hours when on weekends and camps away from home

DESIRABLE

- An ex-regular or reservist SNCO/officer or have extensive experience of the cadet forces
- Minibus driver
- First Aid qualification
- AT qualifications
- Previous experience with cadets or young people