

<b>Post Title</b>	Contingent Commander
<b>Main Purpose of the Job</b>	The Contingent Commander is responsible for the safe, efficient and effective running of the school's contingent.
<b>Responsible to</b>	Principal
<b>Contract type</b>	Permanent/Term Time Only
<b>School Type</b>	The Academy is a publicly funded independent secondary school for pupils aged 11 to 16.
<b>Grade</b>	S02 (SCP 32-34)
<b>Hours per week</b>	1 day per week
<b>Expectations</b>	<p>There is an expectation that all adults who work at Castle View Enterprise Academy will:</p> <p>Create opportunities to support the Academy vision.</p> <p>Have respect and care for students and all other adults.</p> <p>Set the highest possible standards through the way in which they behave, talk to each other and strive for excellence in all that they do.</p> <p>Support the Academy uniform policy for students and echo this through professional and business-like mode of dress.</p> <p>Contribute to the Academy enrichment programme.</p>
<b>Duties</b>	<p>Recruiting other Cadet Force Adult Volunteers (CFAVs) and cadets to the level of the establishment set by MOD and for ensuring that that the administration and management of the Combined Cadet Force (CCF) is carried out as required by MOD regulations. Service Cadet Training Teams will seek to guide the Contingent Commander (CC) and School Staff Instructor (SSI) and advise the Principal when standards are not met.</p> <p>Maintaining the overall discipline of cadets while undertaking training.</p> <p>Ensuring that the contingent complies with the appropriate MOD and school safeguarding policies.</p> <p>Ensuring that all attendance and qualifications of cadets and CFAVs are recorded accurately and in a timely fashion on the appropriate CMIS.</p>

	<p>Ensuring that all suitable safety and control measures are in place covering legal compliance, including: Health &amp; Safety, Fire Risk Assessments, management of asbestos, Legionella testing, Disability Discrimination Act (DDA), electrical and gas installation testing, etc.</p> <p>Regular liaison with the sService (single service) cadet training teams supporting the contingent's section(s) and with affiliated and sponsoring regular or reserve units – see also Chapter Eleven.</p> <p>Accounting for, securing and maintaining MOD issued loan equipment in accordance with appropriate MOD rules and national legislation.</p> <p>Ensuring that the MOD's inspection and assurance requirements are met including appropriate remedial action where standards in the CCF contingent fall below required standards.</p> <p>Where infrastructure is provided or funded through MOD such as .22" ranges, then the contingent should be prepared to share those facilities with other local Cadet Forces, with in the agreement of the host school.</p> <p>Recommending the commissioning/appointment of candidates to meet the established number of officers. This must take into account the need to provide appropriate levels of male/female supervision.</p> <p>The employment of School Staff Instructors (SSIs).</p> <p>The overall discipline of cadets while undertaking CCF training.</p> <p>Ensuring that enhanced DBS clearance is obtained at least every 5 years for all CFAVs in the CCF. The disclosure date and number for each adult staff member of the CCF is to be recorded on MOD Management of Information Systems (MIS) by the single Services.</p> <p>Ensuring that the Contingent Commander and SSI(s) update next of kin details for the CCF cadets and adults on Westminster and Bader as appropriate.</p> <p>Ensuring that Contingent Commander and SSI(s) update all other records such as training and qualifications on Westminster and Bader as appropriate.</p>
<b><u>Additional Duties</u></b>	<ul style="list-style-type: none"> <li>• Before school, lunch and break time duties.</li> <li>• Carry out other reasonable tasks from time to time as directed by the Principal.</li> </ul>

### **Variation in the Role**

Given the dynamic nature of the role and structure of the Academy at the present time, it must be accepted that, as the School's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the Principal, if he or she so wishes.

*Castle View Enterprise Academy is committed to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

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