

Post Title:	School Staff Instructor (SSI) – Cadet Force
Job Purpose:	<ul style="list-style-type: none"> • To plan and support the Contingent Commander in the development of the Cadet Force, including the administration, training, stores management and communication with the wider Combined Cadet Force (CCF) and Ministry of Defence (MOD) • Organise and plan experiences to enhance the Cadet provision. • Plan and deliver the Cadet training programme. • General administration of the Cadet Unit. • Seek funding from a variety of funding streams to ensure the sustainability of the Cadet Unit. • Support CCF cadets in the classroom and play a lead role in the mentoring of cadets. • Monitor the academic progress and behaviour of cadets to ensure their performance in the classroom is in line with cadet expectations.
Reporting to:	Contingent Commander
Salary:	Postholders will be eligible to claim 1-day VA per week from the MOD
MAIN (CORE) DUTIES	<p>To undertake the role of SSI for the Acklam Grange School CCF</p> <p>Key Tasks CCF</p> <ul style="list-style-type: none"> • To act as administrator for cadets and contingent Cadet Force Adult Volunteers (CFAVs) and to supply and organise all CCF services, including the issue, control, maintenance and purchasing of clothing and equipment. • Carry out all day to day liaison with the Cadet Training Team (CTT) and other agencies, as necessary. • To ensure the maintenance and presentation of all CCF and School Adventurous Training equipment. • Take responsibility (in liaison with the CCF Contingent Commander) for all issues related to weapons, including all weapon inspections, repairs in line with MOD requirements and an agreed maintenance plan, including the security of firearms. • Collate all required returns to the MOD including equipment, qualifications, controls, and records of all loans to other schools. • Take responsibility for all equipment held at the school; provide the MOD with information as required. • Manage the use of transport for CCF activities including the recording (and receiving) of all costs and vehicle hire charges. • Maintain an awareness and knowledge of MOD amendments, advice, and document control. • Undertake the training and instruction of all staff and cadets in military matters including mandatory safety tests, act as advisor to all and immediate support to the Contingent Commander.

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| | <ul style="list-style-type: none">• Run, organise, and administer all camps and training programmes (as detailed by the Contingent Commander).• Assist the Contingent Commander and other CFAVs with the effective use of the Westminster Cadet Management Database.• Maintain the Cadet training records.• Daily control and management of the Cadet equipment.• To develop, organise, manage, and administer CCF activity.• To help promote the CCF in our school to ensure growth and sustainability.• To work with the Contingent Commander to seek external funding to sustain CCF activities.• To mentor cadets, visiting classrooms and working alongside Heads of House as needed.• Support the cadets to be an active part of community projects, making real our school's commitment to citizenship. <p>General duties:</p> <ul style="list-style-type: none">• To work always within the policies, procedures, and ethics of the school.• To undertake responsibility to safeguard all pupils with whom he/she comes in contact.• Observe and implement all relevant legislative requirements including the Health and Safety at Work Act, taking responsibility to maintain and update own knowledge as appropriate for the role.• To undertake other reasonable related tasks as requested by the Headteacher.• Ability to present oneself as a role model to pupils in speech, dress, behaviour, and attitude.• Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents. |
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