

## School Staff Instructor – Combined Cadet Force

<b>Posted:</b>	15 December 2020
<b>Closing date:</b>	31 January 2021 (extended-original closing date 17Jan 2021)
<b>Interviews held:</b>	to be arranged
<b>Start date:</b>	to be confirmed subject to vetting and checks
<b>Salary:</b>	£100.00 per school based day 1 day paid at MOD rate of £74.80 (Up to 51 days only)
<b>Contract type:</b>	Permanent
<b>Days:</b>	4 school days per week (two days paid by MoD at the prevailing rate stated above). 2 days will be based at Polam Hall School and 2 days at Queen Elizabeth Sixth Form College

**Polam Hall School and Queen Elizabeth Sixth Form College wish to appoint an enthusiastic and experienced School Staff Instructor for their respective Combined Cadet Forces to commence in January 2021.**

### The role:

We seek an enthusiastic and experienced School Staff Instructor, to help develop valuable military skills and training sessions for both staff and cadets.

The SSI will report to the Contingent Commander and support the delivery of the Cadet experience.

We have an established Combined Cadet Force and require an experienced individual with a services background, high level abilities and excellent interpersonal and organisational skills in order to inspire, challenge and motivate our students to achieve excellence.

The role will co-ordinate with The MoD, making full use of the available resources to benefit all students, ensuring that all associated administrative duties including risk assessments and health and safety responsibilities are completed in line with school and MoD requirements. For Queen Elizabeth Sixth Form College, you will be required to hold a clean driving licence with category D1.

There will be a requirement to attend camps, field days and other activities throughout the year, some at weekends.

You will be based two days in the employment of Polam Hall School and two days at Queen Elizabeth College CCF. Each role will be determined by the separate organisation and paid direct.

### Combined Cadet Force

- 1 To plan and assist the development of the Combined Cadet Force.
- 2 To organise and plan experiences to enhance the Cadet provision such as field exercises and military visits.

- 3 In consultation with the Contingent Commander, plan and deliver the Cadet experience.
- 4 General administration of the Cadet Unit including annual submission for school resources and ensuring that these resources are used to enhance the quality of the provision.
- 5 Supported by the Contingent Commander, seek funding from a variety of funding streams to ensure the sustainability of the Cadet Unit.
- 6 Play a lead role in the mentoring of cadets.
- 7 Monitor the academic progress and behaviour of cadets to ensure their performance in the classroom is in line with cadet expectations.
- 8 To act as administrator for cadets and contingent Cadet Force Adult Volunteers (CFAVs) and to supply and organise all Combined Cadet Force services, including the issue, control, maintenance and purchasing of clothing and equipment.
- 9 Carry out all day-to-day liaison with the Cadet Training Team (CTT) and other agencies as necessary.
- 10 To ensure the maintenance and presentation of all Combined Cadet Force and School Adventurous Training equipment.
- 11 Take responsibility (in liaison with the Combined Cadet Force Contingent Commander) for all issues related to weapons, including all weapon inspections, repairs in line with Ministry of Defence (MOD) requirements and an agreed maintenance plan, including the security of firearms.
- 12 Collate all information required and returns to the MOD regarding equipment, qualifications, controls and records of all weapon loans to other schools.
- 13 Manage the use of transport for Combined Cadet Force activities including the recording (and receiving) of all costs and vehicle hire charges.
- 14 Maintain an awareness and knowledge of MOD amendments, advice and document control.
- 15 Act as advisor to all CFAV's and immediate support to the Contingent Commander.
- 16 Administer all camps and training programmes (as detailed & supported by the Contingent Commander).
- 17 Assist the Contingent Commander and other CFAVs with the effective use of the Westminster Cadet Management Database.
- 18 Assist the Cadet Training Team when the CCF are attending shooting competitions.

Conducting reviews of accounts with the Contingent Commander.

## Our School:

Polam Hall School is a 4 – 16 all-through academy and is part of Woodard Academies Trust. We have 750 pupils on roll, with two forms of entry in our Primary Phase and three forms in our Secondary Phase. Polam Hall is a school with a unique and long history which today is proud to be a fully comprehensive school serving the young people of Darlington. Our mission is to educate the whole child, developing leadership, compassion, character and academic ambition, through the combination of our Academic and Concordia Crescimus curricula. We have high expectations and aspirations for every member of our school community.

Polam Hall is a community where staff and students work together for common goals. We make every effort to develop our staff team, offering professional development opportunities and the chance to be part of a wider Trust, yet retaining the friendly atmosphere of a small school. We are looking for energetic and enthusiastic people to join our team, who have children at the heart of their practice and who will help us to drive forward our aim: to deliver an outstanding education to every single one of our pupils.

## Our College

Queen Elizabeth Sixth Form College's success and popularity are built upon our commitment to providing our students with the best possible learning environment and highest possible standards of support and guidance. We are proud of the excellent relationships that exist between staff and students and our purposeful, lively and friendly atmosphere.

Since opening, the College has been a popular choice for students and has continued to expand. There are approximately 2000 students on roll with a significant proportion travelling to Darlington from County Durham, Teesside and North Yorkshire. We also enrol a significant number from independent schools. The majority of our students have a full A Level Study Programme and the academic work of the College is of a high standard with an excellent record of examination success across the curriculum.

Visits to the School and College are on hold presently however we welcome any queries about the role and our Cadet Forces. Please email queries to Contingent Commander, [roberts.e@phs.woodard.co.uk](mailto:roberts.e@phs.woodard.co.uk) or [kforster@qeliz.ac.uk](mailto:kforster@qeliz.ac.uk)

To apply please visit our website [www.phs.woodard.co.uk](http://www.phs.woodard.co.uk) and from the drop down menu click on **Our School** and scroll down to **Working at Polam Hall**.

Please note you should use the supporting statement section of the application form to clearly evidence your ability to meet the requirements outlined in the person specification. The information in this section will be used to shortlist applicants for the role and therefore it is important that you provide enough detail to give a full picture of your skills and experience and what you can contribute.

Polam Hall School and Queen Elizabeth Sixth Form College are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.