

Belmont Community School
JOB DESCRIPTION

Post Title:	School Staff Instructor – Cadet Force (SSI)
Job Purpose:	<ul style="list-style-type: none"> • To plan and lead the development of the Cadet Force. • 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. • To support the pastoral in the management of student behaviour in school.
Reporting to:	Assistant Headteacher
Working Time:	3 days per week term time plus up to 12 days per year (possible flexibility on number of days depending on skills of the candidate and ability to perform other roles)
Hours:	8.30am – 4.30pm
Salary / Grade:	1 day at DCC Grade 5 (£10.60 per hour, pay award pending) 1 day at SSI day rate claimed from MOD (approx. £70 per day) 1 day at SSI day rate claimed from DFE (approx. £70 per day) *The DFE day is dependent on DFE funding and will be reviewed annually.
MAIN (CORE) DUTIES	<p>To undertake the role of School Staff Instructor for the Belmont School CCF</p> <p>To assist with some of the extra-curricular provision and transport management duties.</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 weapon 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. • Run, organise and administer all camps and training programmes (as detailed & supported by the Contingent Commander). • Assist the Contingent Commander and other CFAVs with the effective use of the Westminster Cadet Management Database. • Manage, administer and organise shooting competitions.

	<ul style="list-style-type: none"> ● Maintain the Cadet training records. ● Daily control and management of the Cadet equipment. ● To develop, organise, manage and administer CCF activity. ● To work with the Contingent Commander & School Business manager to seek external funding to sustain CCF. ● To visit classrooms and work alongside Heads of House to support the academic and pastoral progress of cadets. <p>General duties:</p> <ul style="list-style-type: none"> ● To work at all times within the policies, procedures and ethics of the school. ● To undertake responsibility to safeguard pupils. ● Before school, lunch and break time duties carry out reasonable tasks from time to time as directed by the Headteacher. ● 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. ● The post-holder may undertake any other duties that are commensurate with the post. ● The post-holder has common duties and responsibilities in the areas of:- Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction. ● To support the pastoral in the management of student behaviour in school, including with detentions and isolation. ● Working with small groups of students on projects. ● Leading on transition projects with partner primaries.
Enhancing own knowledge, skills and understanding	<ul style="list-style-type: none"> ● To attend training courses relevant to the post, ensuring continuing personal and professional development.
Additional Duties:	<ul style="list-style-type: none"> ● Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. ● Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.
This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.	
The post-holder has a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.	

Signed:

Date:

Signed: – Line
Manager

Date: