



Innovate | Focus | Achieve

JOB DESCRIPTION

SCHOOL STAFF INSTRUCTOR – CADET FORCE (SSI)

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| Post Title: | School Staff Instructor – Cadet Force (SSI) |
| Salary Scale: | Band 6 SCP 24 |
| Working Hours: | 2 days per week term time plus up to 12 days per year Tuesday plus 1 more day including Saturday or Sunday: 8 hours between 0800 and 1900hrs |
| Responsible to: | Contingent Commander |

Job Purpose

- 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.

Main Duties

To undertake the role of School Staff Instructor for Boldon School CCF
To assist with some of the extra-curricular provision and transport management duties.

Key Tasks CCF

- 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.
- 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.
- 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 Year Leads to support the academic and pastoral progress of cadets

General duties:

- 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 Head Teacher.
- 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 Head Teacher.
- 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.

Enhancing own knowledge, skills and understanding

- To attend training courses relevant to the post, ensuring continuing personal and professional development.

Additional Duties:

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.
- Employees will be expected to comply with any reasonable request from the Head Teacher 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 Head Teacher 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 she/he is responsible for, or comes into contact with.

PERSON SPECIFICATION

School Staff Instructor – Cadet Force (SSI)

We shall be looking for applicants who can fulfil the following criteria:

| | Essential | Desirable | Method of assessment |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Educational Attainment | <ul style="list-style-type: none"> Access to a car or means of mobility support. | <ul style="list-style-type: none"> First Aid at Work qualified. Outdoors activity qualifications (RYA/BCU etc). Duke of Edinburgh | <ul style="list-style-type: none"> Application form Certificates |
| Work Experience | <ul style="list-style-type: none"> Working with young people. Be computer literate – word, email, excel. | <ul style="list-style-type: none"> Previous military or Cadet experience. Hold or have held rank of SNCO/WO/Officer. | <ul style="list-style-type: none"> Application form Interview References |
| Knowledge/ Skills/ Aptitudes | <ul style="list-style-type: none"> Have good administration skills – ability to control accounts, book transport and courses. Have an awareness of Health and Safety in a Military / Cadet environment. Knowledge of the Cadet forces ethos and a desire to support, encourage and develop cadets. Ability to prioritise. Ability to work on own initiative or under pressure. Good communication skills both written and oral. | <ul style="list-style-type: none"> CQMS qualification or store ACCT experience desired. Be familiar with and ability to use the Westminster MOD Database Experience of Armed Forces. | <ul style="list-style-type: none"> Interview References |
| Personal Competencies and qualities | <ul style="list-style-type: none"> Willingness to take on further responsibilities in the overall management of the CCF. Willingness to monitor and support the behaviour of cadets. Calmness under pressure. Smart, presentable, responsible approach. Confident and friendly manner. Discreet and confidential. | <ul style="list-style-type: none"> Ability to liaise with external agencies in order to prepare and submit funding bids. Experience of pastoral/academic support mentoring | <ul style="list-style-type: none"> Interview References |

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| | <ul style="list-style-type: none"> • Self-motivating. • Possess physical ability to carry out full range of duties. • Be prepared to work flexible hours including weekends and week-long camps away from home. | | |
| Requirements | <ul style="list-style-type: none"> • A commitment to safeguarding & promoting the welfare of children and young people • Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity • The post holder will require an enhanced DBS | | <ul style="list-style-type: none"> • Interview • References |

Any relevant issues arising from references will be taken up at interview.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

The School Operates a No Smoking Policy