

JOB DESCRIPTION

Post Title: Combined Cadet Force (CCF) School Staff Instructor (SSI).

Disc Level: Enhanced

Managed by: Headteacher

Responsible to: Headteacher, Governors, Ministry of Defence

All employees must have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own attendance and punctuality.

All employees must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

The duties outlined within this job description may be modified by the Headteacher in consultation with the post holder to reflect or anticipate changes in the job, commensurate with the salary and job title. The post-holder will be assessed against the relevant standards above.

This post is subject to the schools Performance Management Policy, Quality Assurance Policy and Health & Safety Policy along with all other school policies outlined in the School's Handbook.

General

All employees must make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. They must act with honesty and integrity, be self-critical; forge positive professional relationships; and work with parents and teachers in the best interests of pupils.

Specific responsibilities – We are aware that there are two aspects of this role each with a separate description. Although the description would appear long, we are conscious that the proportion of time allocated to each duty is commensurate with the role.

MAIN (CORE) DUTIES:

CCF/SSI:

In all aspects of the job relating to Combined Cadet Force activities the SSI is answerable to the Contingent Commander.

The SSI is to provide the liaison between the contingent and the CCF RAF HQ and Area Instructors. The following requirements, whilst being comprehensive, are not exhaustive and may be amended by agreement between the Contingent Commander and the SSI.

Safety

Be conversant with all safety regulations as laid down in CCF documentation, and by MOD Health and Safety authorities to ensure that the correct standards are maintained in all aspects of training. Produce written instructions for all training activities.

Maintain current first aid qualification, attending refresher courses as required. Maintain all other professional qualifications pertaining to the role.

Buildings

Liaise with safety inspectors and implement requirements following inspections. Be responsible for the maintenance of CCF infrastructure through the various authorities, North West of England RFCA, MOD and school Health and Safety and Maintenance department.

Inspections

Prepare for and be in attendance for all periodic inspections as follows;

- Unit security inspection
- Alarm testing
- Electrical installation inspection
- Annual radiation return

Officer training, recruitment and retention

- Maintain comprehensive Personal Files for all CCF staff on strength.
- Liaise with HQ CCF RAF regarding all aspects of CCF personnel and administration.
- Arrange for delivery of commissioning papers for new officers, and assist in completion and submission.
- Arrange security vetting for all CCF staff
- Advise on officer training courses.
- Apply for and arrange loading on Westminster database of officers on qualification courses e.g. CCF Initial Courses, AT training, first aid etc.
- Update Cadet Force databases, namely Westminster with changes to officers' status.
- Arrange for supply of officer uniform.
- Oversee officer teaching practices, particularly on weapons systems and field craft

Databases - School Databases:

- Use SIMS and Class Charts to obtain and maintain cadet records, administrate events and record attendance as required.
- Write and input termly reports on cadet performance.

Cadet Databases:

- Maintain up to date records of CCF officers, to include length of service, courses undertaken, promotions, qualifications and any other relevant details on both the Westminster and Bader systems.
- Manage cadet records (ensure all data is complete and up to date) on Westminster and Bader.
- Complete weekly parade registers.

Meetings

- Attend all contingent officer meetings.
- Attend meetings at CCF RAF HQ, ARMY brigade, etc. as required.

Training

- Maintain discipline within the contingent.
- Monitor training to ensure completeness and compliance with MOD directives and safety.

Parade Days:

- Assist with the planning and preparation of the relevant training programmes; publish for all contingent officers and supporting units.
- Maintain a high standard of turnout and discipline.
- Ensure NCOs carry out designated tasks.
- Teach specific subject periods when required.
- Be available for evening and/or weekend training sessions as required.
- Ensure the quality of instruction by officers and cadet NCOs.

Cadet NCOs:

- Maintain good working relationships with all NCOs, particularly Senior NCOs.
- Advise and assist with NCO development and maintenance of standards of instruction and leadership.

Weekend Exercises/Field Days and Camps (when required)

- Attend weekend exercises, camps, term-time field days and occasional training days and parades as required.
- Plan and write training exercises as required.
- Review content of the weekend training exercises prior to submission to the Training Safety Advisor.
- Assist staff with the writing of risk assessments.
- Manage the bookings and all aspects of planning for training events including accommodation, transport, feeding and equipment.
- Manage logistics whilst on camps including daily ration returns, use of hired transport and equipment care.
- Procurement of additional stores, including collection and delivery, and local purchase where applicable, e.g. rations and loan equipment.
- Reconnaissance of training areas and attendance at training area conferences.
- The take over and hand over of training areas and accommodation.
- Compile nominal rolls for all exercises annotated with medical conditions, special needs, dietary requirements etc.
- Write and distribute admin letters and parental consents as required.
- Issue loan equipment to cadets and maintain records, ensure swift return on completion of exercises and follow up any late returns.
- Write risk assessments, range letters, Range Safety Document (RSD), Cadet Action Safety Plan (CASP), Exercise Action Safety Plan (EASP) as required
- Collect and deliver any additional weapons, ancillaries and additional stores from supporting units
- Compile a list of charges for any lost equipment owned by the CCF.

- Report any MOD equipment faults.

Equipment and Stores

- Be responsible for all non-financial accounts including clothing and stores.
- Order all clothing, rations and expendable items, using the recognised demand process.
- Supervise and record the issue and receipt of store items.
- Organisation and maintenance of CCF stores.
- Procurement of CCF locally purchased equipment.
- Maintain records of clothing and equipment issued by MOD.
- Organise the repair and exchange of clothing and requests for additional clothing.
- Be responsible for the storage and issue of training publications and training aids.
- Organise purchase of boots and bulk ordering of clothing for new recruits in readiness for the start of the school year.
- Liaise with the school Health and Safety department regarding all aspects of Health and Safety in the CCF stores.
- Reconnaissance of training areas and attendance at training area conferences.
- The take over and hand over of training areas and accommodation.
- Compile nominal rolls for all exercises annotated with medical conditions, special needs, dietary requirements etc.
- Write and distribute admin instructions as required.
- Issue loan equipment to cadets and maintain records, ensure swift return on completion of exercises and follow up any late returns.
- Compile a list of charges for any lost equipment owned by the CCF.
- Report any MOD equipment faults.
- Produce and update standing orders pertaining to the stores.
- Complete annual bidding forecast for ammunition and rations

Liaison

- Maintain strong working relationships with:
- Area Instructors.
- Army/RAF CCF HQ.
- Other cadet units, UOTCs and Army Reserve units.

Personnel Administration

- Assist with the application and enrolment of new cadets.
- Maintain unit nominal roll and update as required.
- Check weekly parade registers.
- Maintain and update CCF notice boards as required.
- Enrol cadets onto external courses, process applications and distribute joining instructions.
- Update unit forecast of events on the Westminster and Bader databases.

General

Any other duties that the Headteacher or Deputy Headteacher may reasonably request from time to time.

Health and Safety

Under the Health and Safety at Work Act 1974 and subsequent working conditions which, so far as is reasonably practicable, are safe and without risk to health. The employee is required to take care of her/his own health and safety and the health and safety of others.

Child Protection

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and may be expected to carry out the following duties:

- Child protection, discipline, health and safety
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

OTHER SPECIFIC DUTIES:

- To maintain discipline and manage the behaviour of students whilst they are undertaking this work to ensure a constructive environment.
- To deal with any immediate problems or emergencies according to school's policies and procedures.
- To report back, as appropriate, using the agreed referral procedures on the behaviour of students during the class and any issues arising.
- To set a positive example and to always act in a professional manner.
- To comply with policies and procedures in relation to child safeguarding, health and safety and security, confidentiality and GDPR; reporting any concerns to the relevant members of staff.
- To contribute to the overall ethos/work/aims of the school.
- To be highly flexible and enjoy working with young people.
- To establish constructive relationships with other school staff and outside agencies to help support the achievement and progress of students.
- To participate in training/professional development and Performance Management reviews, as required.
- To undertake any other duties required by the Headteacher in accordance with the grading of the post.

PERSONAL AND PROFESSIONAL CONDUCT

All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.

1. Maintain high standards of ethics and behaviour, within and outside school, by:

- Treating others with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to your professional position.
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
2. Set high expectations which inspire, motivate and challenge pupils:
 - establish a safe and stimulating environment for pupils, rooted in mutual respect
 - demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.
 3. Make accurate and productive use of SIMS
 - know and understand how to access relevant information for the post in which you operate.
 4. Assist in managing behaviour effectively to ensure a good and safe learning environment
 - Operate within the rules and routines for behaviour in the school, and take responsibility for promoting good and courteous behaviour both in and around the school, in accordance with the school's behaviour policy
 - have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
 - maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
 5. Fulfil wider professional responsibilities:
 - make a positive contribution to the wider life and ethos of the school
 - develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
 - Manage use of time effectively
 - communicate effectively with parents with regard to pupils' achievements and well-being.
 - Support staff leaders will also;
 - Contributing significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
 - Having an extensive knowledge and understanding of how to use and adapt a range of strategies, including providing opportunities for all staff to achieve their potential.
 - Having an extensive knowledge and well-informed understanding of the areas for which they have responsibility.
 - Having up-to-date knowledge and understanding of wider impact of their work.
 - Having sufficient depth of knowledge and experience to be able to give advice on the development and well-being of staff.
 - Be flexible, creative and adept at solving problems within their areas of responsibility and developing the effectiveness of the team.
 - Promoting collaboration and working effectively as a team member.
 - Contributing to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

Signed by employee: _____

Print Name: _____

Signed on behalf of school: _____

Print Name: _____