



## **BAXTER COLLEGE AND THE STOURPORT HIGH SCHOOL & VI FORM COLLEGE**



# **Combined Cadet Force School Staff Instructor**

## **INFORMATION FOR APPLICANTS**

### **APPLICATION CLOSING DETAILS**

Closing Date: Monday 26<sup>th</sup> January 2026  
Closing Time: 09:00am

# Headteacher's Welcome



Welcome to The Stourport High School and Sixth Form College (SHS)! We're delighted you're interested in learning more about our school.

At SHS, we're more than a school; we're a community, a family where everyone belongs. We're dedicated to nurturing academic excellence alongside the character and well-being of each student. Our vision is to be a vibrant hub, fostering strong community bonds and providing opportunities for growth and shared experiences.

We are committed to inclusive excellence, celebrating diversity and providing a personalised and collaborative approach to education. We ensure each student is challenged and supported to reach their full potential. Our core values of kindness, determination, and respect underpin all that we do.

This is an exciting time for SHS as we grow in brilliance and solidify our vision by building strong foundations. As Headteacher, I am driven by a passion to ensure everyone feels empowered to be their best—students and staff alike. This allows them to thrive and have the greatest possible impact on future endeavours. We embrace change, navigate the evolving world of education, and work to secure the future of all our children, supporting them in overcoming any barriers they may face.

I encourage you to explore all that our school has to offer and engage with the challenges it presents, so that you can take pride in being part of our family and our important profession, and experience the joy of belonging.

Dr Lizzy Ford | Headteacher

"Every child celebrates  
their own success  
& the success of others"

## Our Values & Ethos



**A School at the Heart of its Community:** We're more than just classrooms and textbooks. We aim to be a vibrant hub, fostering strong bonds within our community and offering opportunities for growth and shared experiences.

**Nurturing Character and Well-being:** We believe in developing well-rounded individuals. We actively teach our core values, creating a supportive environment where every student feels valued and empowered.

**Inclusive Excellence for All:** We celebrate diversity and are committed to providing an education where everyone can thrive. Our approach is personalised and collaborative, ensuring each student is challenged and supported to reach their full potential.

**KINDNESS . DETERMINATION . RESPECT**



# Headteacher's Welcome



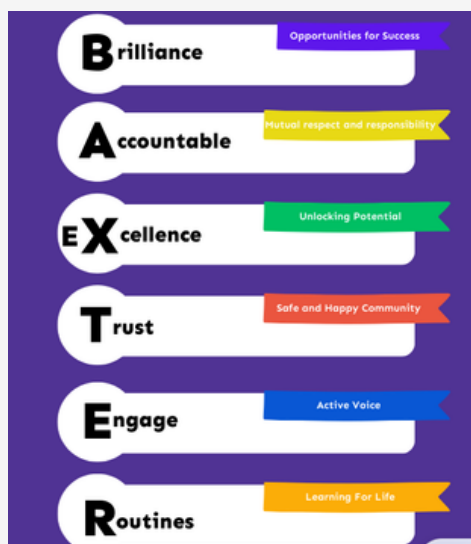
At Baxter College, our values are essential to creating a positive and productive learning environment. We strive to instil these values in our students through our everyday conduct, both in and out of the classroom.

- **Brilliance:** We believe that all students have the potential to be brilliant, and we strive to provide them with the opportunities and support they need to succeed.
- **Accountability:** We believe that students are responsible for their own learning, and we expect them to take ownership of their work and be accountable for their actions.
- **EXcellence:** We believe that students should strive for excellence in everything they do, and we encourage them to challenge themselves and never give up.
- **Trust:** We believe that trust is essential for a positive learning environment, and we trust our students to do their best and behave in a responsible manner.
- **Engagement:** We believe that students learn best when they are engaged in their learning, and we create a variety of opportunities for students to be actively involved in their education.
- **Routine:** We believe that routines help students feel organized and in control, and we encourage students to develop and follow routines..

These values are at the core of what makes a positive student, and we believe that they are essential for success in school and in life.

Ms Katie Beech | Head of School

## Our Values & Ethos



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- **Accountability**
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**BRILLIANCE . ACCOUNTABLE . EXCELLENCE**  
**TRUST . ENGAGE . ROUTINES**

# CEO's Welcome

Dear Applicant

Thank you for your interest in joining a Severn Academies school.

The Trust consists of a family of eight schools from across Wyre Forest. We are an outward facing trust, with strong local relationships and a commitment to growing the next generation of brilliant school leaders.



This is an exciting opportunity to join a Trust that is committed to harnessing talent and developing its people with a range of opportunities for further professional development.

The successful candidate will have a shared commitment to our values, working collaboratively to ensure their work underpins our priorities for school improvement and to forming positive working relationships with our community.

Enclosed are further details about the role and application process. We look forward to learning more about how you can contribute to 'growing brilliance' for our children and communities.

Matthew Carpenter | Acting Chief Executive

## About Our Trust

Our trust is a learning organisation with a culture of reflection and review that supports a shared learning from our experiences. This shapes our strategic direction; taking every opportunity to find the best ways to support and educate our children and young people.

In setting out to show what strong collaboration and shared practice can achieve for children and their families, we believe that working together we can achieve more than we could alone.

In collaboration we also appreciate the importance of our collective desire to uphold and promote our values.

Our strategic objectives guide everything we do, to ensure we provide the nurturing conditions for children to grow and develop into outstanding young people, who lead brilliant lives.



# JOB DESCRIPTION

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## Introduction

Job Title: Combined Cadet Force School Staff Instructor

Reporting to:

Start Date: As soon as possible

Salary: Scale 6 (£31,537 - £33,699 FTE)

Contract Type: Permanent position, 15 Hours (2 Days) per week, Term Time

Baxter College and Stourport High School & Vith Form College are seeking a driven and professional School Staff Instructor (SSI) to play a formative role in establishing/embedding our Combined Cadet Force (CCF) as a major pillar of student leadership and learning.

The SSI is a key staff member responsible for the smooth and efficient running of the Contingent and the development of the leadership potential of our Cadets. This role is split across both schools, providing a unique opportunity to build a strong learning community and collaborate with our wider school network.

**The school is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.**

## Key Responsibilities

### Safety and Safeguarding:

- Be conversant with all safety regulations as laid down in CCF documentation and by MOD Health and Safety authorities.
- Produce written instructions for all training activities including ranges and exercises.
- Promote the safeguarding and welfare of children and adhere to the schools' Child Protection Policies at all times.
- Maintain a current first aid qualification and all other professional qualifications pertaining to the role.

### Training and Parade Days:

- Support and assist Army Sections and recruit platoons with any training or activities.
- Monitor training to ensure completeness and compliance with MOD directives and safety.
- Assist with the planning and preparation of relevant training programmes while maintaining a high standard of turnout and discipline.
- Ensure the quality of instruction by officers and cadet NCOs.
- Teach specific subject periods and be available for evening or weekend sessions as required.

### Exercises and Camps:

- Attend weekend exercises, Easter and CCF Central Summer camps, and term-time field days.
- Manage the bookings and planning for training events including accommodation, transport, feeding, and equipment.

# JOB DESCRIPTION

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- Plan and conduct blank firing exercises and range practices in accordance with laid-down rules.
- Manage logistics on camps, including daily ration returns, ammunition issue, and equipment care.

## Equipment, Stores, and Buildings:

- Be responsible for all non-financial accounts including ammunition, clothing, and stores.
- Order all clothing, rations, and ammunition using the recognized demand process.
- Ensure the correct storage of arms and ammunition and carry out weekly/monthly audits and inspections.
- Liaise with safety inspectors and implement requirements following regular range and building inspections.

## Databases and Administration:

- Maintain up-to-date records of CCF officers and cadets on the Westminster and Bader databases.
- Use school MIS (Arbor) to obtain cadet records, administrate events, and record attendance.
- Write and input termly reports on cadets' performance.
- Maintain officers' pay records and manage cadet records to ensure data is complete.

# JOB DESCRIPTION

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## Safeguarding:

The safety and well-being of our children is central to our ethos and we expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of our Trust.

## Equalities:

We have a strong commitment to achieving equality of opportunity in our schools and in the employment of people. The post will ensure that the trust meets its statutory obligations in relation to all aspects of equality legislation.

## GDPR:

Our GDPR privacy notices can be viewed on our [website](#).

## General Accountabilities:

- So far as reasonably practicable, the post-holder must promote safe working practices by employees in school premises / work areas to maintain a safe working environment for employees and service users. These are defined in SAET Health and Safety policy.
- Work in compliance with the Codes of Conduct, regulations and policies of the Trust and its commitment to equal opportunities.
- Ensure that output and quality of work is of a high standard and complies with current legislation / professional standards.

# PERSON SPECIFICATION

Attributes	Essential	Desirable
Education & Professional Qualifications	<ul style="list-style-type: none"> <li>Full, valid UK driving licence, with the ability to drive minibuses (category D1) or willingness to undertake training to fulfil the requirement</li> </ul>	<ul style="list-style-type: none"> <li>SP/RLT climbing Qualifications</li> <li>HAZMAT qualifications</li> <li>First Aid at Work qualified</li> <li>Outdoors activity qualifications (e.g. RYA safety boat/BCU level 1 coach/ML Summer, etc.) SA07(M) or Equivalent</li> <li>KGVI Course at CTC</li> <li>SA(90)B Range Qualification</li> <li>SAA - Train and Weapon Test Cadets</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>Be computer literate – word, email, excel</li> <li>Have good administration skills – ability to control accounts, book transport and courses</li> <li>Have an awareness of Health and Safety</li> <li>Knowledge of the Cadet forces ethos and a desire to support, encourage and develop cadets</li> <li>Ability to prioritise</li> <li>Ability to work on own initiative or under pressure</li> <li>Good communication skills, written and oral</li> </ul>	<ul style="list-style-type: none"> <li>Be familiar with and ability to use the Westminster MOD Database</li> <li>Have good contacts with the services CQMS qualification or store ACCT experience desired</li> <li>Have an awareness of Health and Safety in a CCF environment</li> <li>Ability to liaise proactively and positively to develop close relations between other local community-based cadet units and Baxter College CCF</li> </ul>
Relevant Knowledge/ Skills/Aptitude	<ul style="list-style-type: none"> <li>Hold senior rank in the Armed Forces (Regular, Reserve or Cadet Forces) -SNCO or Warrant Officer status</li> <li>Previous experience with Cadets or young people</li> <li>A proven record of administration, preferably in a training environment</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with the UK cadet forces</li> <li>Knowledge and understanding of the aims and ethos of the CCF</li> </ul>

# PERSON SPECIFICATION

Attributes	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> <li>• Willingness to take on further responsibilities in the overall management of the CCF</li> <li>• Willingness to attend further training and development courses as detailed by the Contingent Commander and CCF Stakeholders</li> <li>• Smart, presentable and a mature, responsible approach. Calmness under pressure</li> <li>• Enthusiastic with a confident, friendly manner</li> <li>• Discreet and confidential</li> <li>• Self-motivating and the ability to work independently</li> <li>• Mentally and physically fit</li> <li>• Reliable and prepared to work long, sometimes odd flexible hours including weekends and week-long camps away from home</li> <li>• Knowledge of the cadet forces ethos and desire to support, encourage and develop cadets</li> <li>• Good time management/organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• A good sense of humour and an ability to reflect on current practice in order to improve</li> </ul>

**Applicants must have the ability to support pupils through fluent and accurately spoken English.**

**NB. An enhanced DBS Disclosure is an essential requirement for this post.**

# APPLICATION PROCESS

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1

## SECTION ONE: PERSONAL DETAILS

Please ensure that all details are completed including your date of birth and Teacher Reference Number.

2

## SECTION TWO: EDUCATION, TRAINING & QUALIFICATIONS

Please complete this section fully.

3

## SECTION THREE: EMPLOYMENT/WORK EXPERIENCE

Please ensure that this section is completed fully. If you have gaps in your employment history, please indicate the reasons for this.

4

## SECTION FOUR: SUPPORTING STATEMENT

Please use this as an opportunity to show your suitability for this post, as outlined in the person specification.



# APPLICATION PROCESS



5

## SECTION FIVE: REFERENCES

Please provide two referees, their contact details and relationship to you. A telephone number and email address often makes contacting referees easier. At least one reference must be from your current or most recent employer, and we will ask about your suitability to work with children. Open references or testimonials will not be considered.

6

## SECTION SIX: DECLARATION

Please be aware that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared.

Please be aware that by signing the application form you are declaring that you are not on the Children's Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body and that you either have no convictions, cautions or bind-overs or that you have attached details of these. You are also aware that you will be subject to a DBS Disclosure appropriate to the level of the post, should you be successful.

## IMPORTANT NOTICE

Please also be aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if you are appointed on the strength of this, with possible referral to the police.

## WHERE TO SEND COMPLETED APPLICATIONS

Completed applications should be returned to  
[recruitment@saet.co.uk](mailto:recruitment@saet.co.uk)



**If you would like to know more  
about working with us please  
get in touch**



01299 872950



[shs.worcs.sch.uk](https://shs.worcs.sch.uk)



The Stourport High School &  
Sixth Form College,  
Minster Rd, Stourport-on-  
Severn DY13 8AX