JOB DESCRIPTION

POST TITLE: School Staff Instructor – Combined Cadet Force

LOCATION/BASED: Callerton Academy and/or North Gosforth Academy

GRADE: N5

RESPONSIBLE TO: Principal/Head of School

CORE PURPOSE: The School Staff Instructor delivers vital support and administration to their Contingent Commander, and to Cadet Force Adult Volunteers (CFAVs) and cadets in all Sections, that ensures the safe, effective and efficient running of the Contingent.

MAIN DUTIES & KEY RESPONSIBILITIES

1. Supporting the Contingent through ensuring all records, audits and returns are completed in a timely manner.

2. Ensuring that the relevant policy, rules and practices are followed across all personnel administration, equipment management, and cadet activity planning and delivery.

3. Supporting the Contingent Commander and Section Commanders by ensuring that all CFAV and cadet records on Cadet MIS are current, reviewed regularly and updated as required, including any changes in medical and/or dietary requirements or next of kin details.

4. Supporting the Contingent Commander and Section Commanders by regularly monitoring CFAV mandatory checks and training, and highlighting where CFAVs require or will shortly require refresher checks and/or training.

5. Administering the new CFAVs and cadets joining the Contingent following the relevant CCF and Section policy, rules and practices.

6. Updating weekly parade attendance, external activity, course and training attendance, and qualifications gained on Cadet MIS for CFAVs and cadets in all Sections.

7. Identifying, highlighted and signposting appropriate activities, courses and training opportunities to CFAVs and cadets in all Sections, to assist them in their development.

8. Managing and operating the Contingent's equipment and materiel stores, maintaining accurate registers and checks of kit and equipment to ensure it is not lost.

9. Managing and controlling the Contingent Loan Stores account, including raising of issue and receipt vouchers for all Loan Stores, and the collection and return of Loan Stores from the MOD and/or other Cadet Forces units where requested.

10. Carrying out mandating checks on weapons, ammunition and pyrotechnics as required based on the types held by the Contingent.

11. Ensuring all relevant inspection regimes are followed and correctly carried out, liaising with external organisations to carry these out in a timely manner where required.

12. Carrying out regular equipment inspection and maintenance checks as required by the relevant policy, rules and practices, and ensuring that all faults, issues and damage of MOD-provided items is properly reported and fixed.

13. Managing the Contingent clothing accounts, records of clothing issues and receipts for all Sections, and the centralised requests for new and replacement clothing items, repairs and returns in line with the relevant policy, rules and practices.

14. Supporting the Contingent Commander and/or Section Commanders through booking accommodation, travel, equipment and/or training facilities as required, and ensuring these bookings are maintained, up to date, correct and actioned in a timely manner.

15. Supporting the Contingent Commander in managing the Contingent Grant account and Contingent Non-Public Fund account, and any other funds that the Contingent and/or individual Sections may have access to.

16. Preparing and submitting bills to the Contingent Commander for recovering of funds for kit and equipment losses, or for damages to MOD property.

17. Providing access to all relevant publications, pamphlets and other documents to CFAVs and cadets are necessary.

18. Supporting Contingent parade days and other activities through preparing training aids, equipment and locations.

19. Supporting the Contingent through attending reconnaissance visits for proposed cadet activities from a support and administrative perspective, and liaising with relevant support, accommodation and catering teams as appropriate.

20. Supporting the Contingent Commander and Section Commanders through managing events on Cadet MIS, assisting in preparing and submitting the relevant forms and documents in a timely manner, and in updating the forecast of events.

21. Supporting the Contingent Commander and Section Commanders through providing support and administration on cadet activities as required.

22. Supporting the Contingent Commander and Section Commanders through booking CFAV and cadet attendance on activities, and in recording attendance and qualifications on Cadet MIS.

23. Managing and maintaining the security of all weapons, ammunition and pyrotechnics held on School grounds or in use on Contingent activities.

24. Managing and maintaining the security of all Contingent kit, equipment and materiel, including ICT facilities and bank accounts.

25. Providing the Contingent point of contact for all security matters, queries and requests.

26. Attending relevant conferences and meetings to support the Contingent Commander and Section Commanders.

27. Updating all members of the Contingent with new or relevant information when this is published, including CFAV and cadet activities, courses and training opportunities.

GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.

2. Demonstrate the vision and values of the Trust in everyday work and practice.

3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.

4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.

5. Attend out of hours events as reasonably required.

6. Take responsibility for your own continuing professional development.

7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

OTHER

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

PERSON SPECIFICATION

POST TITLE: School Staff Instructor – Combined Cadet Force

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
Stores management and equipment care	✓	
Military Instructor		✓
Range Management		✓
Adventurous training (any discipline) delivery / instruction		✓
QUALIFICATIONS AND TRAINING	**ESSENTIAL**	**DESIRABLE**
Full UK driving license	✓	
Army Cadet Safety Management System (ACSMS)		✓
Range Management Qualification (Long Ranges) SA (LR) (23) Cadet		✓
Range Management Qualification (Short Ranges) SA (SR) (07) Cadet		✓
SA (M) (07) Cadet		✓
First Aid At Work (FAW) or willing to complete	✓	
Army Cadets Data Protection - Responsible for Information (DLE)	✓	
Cadet Small Arms Ammunition Storekeeper Course V2		✓
EXPERIENCE	**ESSENTIAL**	**DESIRABLE**
Held SNCO/WO/Officer rank in the Armed Forces / Cadet Forces	✓	
Knowledge of the Cadet Forces aims and objectives		✓
Risk assessment practitioner		✓
Use of Westminster / BADAR MIS		✓
Development of training programes		✓
PERSONAL QUALITIES	**ESSENTIAL**	**DESIRABLE**
Ability to work on own initiative.	✓	
Self-starter	✓	
A commitment to child protection and safeguarding.	✓	
SPECIAL REQUIREMENTS	**ESSENTIAL**	**DESIRABLE**
Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role.	✓	
Willingness to attend residential activities with overnight stays	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Childrens Barred List check.	✓	
Medical clearance.	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates.	✓	
Evidence of Right to work in the UK.	✓	
Full UK driving license and access to a car during working hours.	✓	

Satisfactory BPSS and Security Clearance	✓	

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.