

MATRIX ACADEMY TRUST
Job Description – School Staff Instructor

Arrangement	<p>Full time – 37 Hours (evenings and weekends as required) All year round (including school holidays). During the school holidays you will work with the school site team undertaking duties as directed by the Headteacher 22 days holiday + 9 bank holidays (holiday out of term time only) Expectation to attend Summer camp and weekends</p>
Salary	<p>Scale Group 10 Spine Points 37-40 £25,325 to £26,855 Opportunity to claim up to 51 paid training days, via the MOD</p>
Reports to:	Assistant Headteacher
Role	<ul style="list-style-type: none"> • The School Staff Instructor will play a key role in the leading, developing and expansion of our new RAF Cadet Force into an outstanding cadet unit. • As a central role in overseeing the efficient running of the contingent, the School Staff Instructor will plan, support planning and assist with training/instruction to the RAF Cadet Unit staff and cadets • To provide support as directed in developing resilience for ‘hard to reach pupils’
Main Duties	<ul style="list-style-type: none"> • To support the Contingent Commander in running the RAF Cadet Unit • To provide administration for the RAF Cadet Unit • To organise and deliver military training to the RAF Cadet Unit • Support motivation of staff and cadets to develop their own military and adventurous training skills • Organise appropriate training and keeping records on individuals • To use the national cadet database (Westminster and Bader) to coordinate and plan consistent progress across all aspects of the training process • Maintaining environments and equipment in accordance with Joint Services Publication 313 and 814 • Carrying out general administration and maintenance duties, ensuring the efficient day to day running of the RAF Cadet Unit • Take an active role in raising aspirations of young people through mentoring sessions with pupils at school and across the trust <p><u>Equipment and administration</u></p> <ul style="list-style-type: none"> • Responsibility for the issue, care, maintenance and accountability of all Ministry of Defence and RAF Cadet Unit equipment • Action all correspondence, emails and telephone calls and act as the main point of contact in the absence of the Contingent Commander • In liaison with the Contingent Commander, process claims for volunteer allowance for Cadet Force Adult Volunteers • Process applications for Cadet Force Adult Volunteers and Cadets to attend military and Cadet Adventurous Training Courses • Act as liaison with sponsor unit and the Cadet Training Team • Actively promote and support the RAF Cadet Unit in school and the wider community

	<p><u>Security:</u></p> <ul style="list-style-type: none"> • Maintain weapon and ammunition accounting, physical security issues and serviceability • Be responsible for conduct of Equipment Care and Mandatory Equipment Inspections as required • Maintain records and supervise the issue and return of weapons and ammunition • Act as Unit Security Officer • Brief Headteacher and Cadet Force Adult Volunteers on current threats and Ministry of Defence policy regarding security • Conduct the annual Establishment Security Self-Assessment with the Contingent Commander <p><u>Training:</u></p> <ul style="list-style-type: none"> • Support Cadet Force Adult Volunteers for their Officer's Initial courses at Service Headquarters • Prepare Cadet Force Adult Volunteers for courses • Prepare cadets for training courses where appropriate • Provide opportunities for cadets to take part in RAF Cadet Unit and shooting competitions. • Assist with the production and implementation of training programmes for the RAF Cadet Unit • Attend and take a leading role in RAF Adventurous Training Camps • Process military paperwork and liaise with service Headquarters, attend miscellaneous RAF Cadet Unit training events as and when required • With the Contingent Commander, prepare the Contingent for its Annual Review and Biennial Inspection events and other public parades such as Remembrance Day <p><u>Annual/Biennial/Administration Inspections:</u></p> <ul style="list-style-type: none"> • Assist the Contingent Commander in development and delivery of Annual Review and Biennial Inspection Parades • Assist Cadet Force Adult Volunteers in preparing for annual administrative inspections by Service Headquarters • Maintain records and logs as appropriate for all types of inspections
<p>Additional Duties:</p>	<ul style="list-style-type: none"> • Support with covering lessons as and when required • To play a full part in the life of the school community and to support its distinctive mission and ethos. • To encourage pupils to follow this example. • To actively support school policies. <p>Any other duties as directed by the Headteacher</p>

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: Date:

Postholder Signature: Date: