



BREDON  
SCHOOL



CCF SCHOOL STAFF INSTRUCTOR  
Appointment Brief







# About Bredon School

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Bredon School is situated on a rural site in the magnificent Gloucestershire countryside, with uninterrupted views of the Malvern Hills.

The school is centred around Pull Court, a large house dating from the 17th Century, which was remodelled in the early 19th Century to resemble as it stands today. In addition to the academic school buildings, boarding houses and playing fields, the Bredon community makes full use of a working school farm, various agricultural buildings, and direct access to the River Severn. Two large areas of woodland are also used for educational purposes, and are rich in native wildlife.

Bredon School offers each and every pupil a magnificent range of traditional and vocational qualifications in an outstanding pastoral environment which ensures that each pupil thrives as an individual. Taught in small classes individuality is both nurtured and celebrated by our highly qualified, passionate staff who strive to secure a love of learning in our pupils enabling them to realise their full potential.

Offering a broad spectrum of subjects, activities, opportunities and experiences we are able to build our pupils confidence and self belief. This is just one of the reasons why we are judged as 'Excellent' by the Independent School Inspectorate (ISI) for both academic achievement and all-round personal development.

Bredon School is ten minutes away from the market town of Tewkesbury, with easy access to the M5 and M50. The Forest of Dean, Wye Valley, the Cotswolds and the Malvern Hills are all well within an hour and we are equidistantly placed between the cathedral cities of Gloucester and Worcester. House prices in and around Tewkesbury sit just below the national average.

# Appointment of CCF School Staff Instructor

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We are looking for a highly competent and experienced individual to provide comprehensive command and support of our new CCF contingent and to fulfil the important role of SSI within our school. They would possess the ability to engage and inspire our cadets in the APC syllabus whilst ensuring that all of our systems and procedures are safe and compliant. You will be organised, flexible, reliable and a good team member with strong inter-personal skills.

Previous school experience would be an advantage but not essential. The applicant is likely to be an ex or serving NCO/Officer of the regular, reserve or cadet forces and have a good working knowledge of the cadet movement as a whole.

The successful candidate is expected to be flexible and work with the School to ensure that all essential tasks are completed before departing on exercise. Some weekend working will be required for the CCF SSI.

**Working hours:** 3 days a week 0800 to 1630 (Must include Monday and Tuesday to cover parade) weekend and holiday work as required to cover some CCF related trips paid at a daily rate by the MoD.

**Responsible to:** The headmaster and SLT (through Bursar) although some responsibility may be delegated to the contingent commander who will oversee the role.

**Salary:** £19,200 per annum



# Main Duties & Responsibilities

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## Security

As the Unit Security Officer the SSI is responsible for the security of weapons, ammunition and buildings. Attend Unit Security Officers Courses as required and comply with the requirements for security as laid down in the relevant MOD publications.

## Inspections

Prepare for, and be in attendance for all periodic inspections as follows:

- Biennial Inspection Equipment Care Inspections (ECI / LEA)
- Mandatory Equipment Inspection (MEI)
- Annual Stock Taking Audits
- Financial Audit Unit
- Fire Inspection Unit
- Security Inspection
- Monthly Armoury Inspection
- Audit by the Cadet Training Team

## Cadet Database – Westminster

- Train with and keep updated with the cadet Westminster data base.
- Maintain up to date records of Officers, to include length of service, courses, undertaken, promotions, qualifications and any other relevant details.
- Manage Cadet Records (ensure all data is complete and updated weekly / monthly as applicable)

## Officer Training, Recruitment and Retention

- Maintain comprehensive personnel files for all CCF Staff in liaison with school HR.
- Complete transfer papers for those officers joining / leaving, inform Headquarters South West, and the Receiving Unit where applicable.
- Arrange for delivery of Commissioning Papers for new officers, and assist in the completion & submission.
- Arrange and assist with security vetting of all CCF personnel.

# Main Duties & Responsibilities

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## Officer Training, Recruitment and Retention (Cont.)

- Advise on Officer Training courses.
- Apply for, and arrange loading on Westminster Database, of Officers on promotion and trade courses e.g. Basic Course Frimley Park, ML Training, Range Qualifying Courses, and First Aid etc.
- Update the Westminster Database with changes to Officers' status.
- Maintain pay records.

## Meetings

- Attend all Brigade SSI conferences.
- Attend all contingent officer meetings and take and record the minutes.
- Attend meetings at CTT, CTC Frimley, Training Areas, Division and HQ LAND Forces as required.

## Training / Parade Days

- Maintain discipline within the contingent.
- Support and assist Section Commanders with any training or activities when help is requested.
- Monitor training to ensure completeness, compliance with MOD directives, and safety.
- Assist with the planning of the training programme; publish for all contingent officers, and assisting units.
- Produce warning orders and weekly instructions for notice boards and distribution amongst officers.
- Maintain a high standard of turnout and discipline. Ensure NCOs carry out designated tasks.
- Be available for some evening, weekend and holiday training sessions if required.
- Oversee Officer teaching practices, particularly on weapons systems.
- Run additional CCF based sessions during school week.

# Main Duties & Responsibilities

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## Weekend Exercises & Training Camps and Exercises

- Plan and write training exercises as required.
- Apply for and manage all external military shooting ranges and Training areas.
- Complete Application to Train requests and submit to Headquarters South West.
- Review content of the training exercises prior to submission to Brigade Training Safety Advisor.
- Write risk assessments, range letters, RAMs & EAMs as required.
- Recce of training areas and attend at Training Area Conferences.
- Writing and distribution of admin letters and parental consents as directed.
- Write and distribute Military Admin Instructions as required.
- Arrange the procurement of additional stores, including collection and delivery, and local purchase where applicable. e.g. rations, fuel, ammunition, loan equipment.
- Collect and deliver any additional weapons, ancillaries and additional stores from supporting units.
- Be responsible for the take over and hand back of training areas and accommodation.
- Booking of transport, be responsible for the inspection of vehicles on delivery and handover.
- Arrange vehicle cleaning on completion of exercise.
- Compile nominal rolls for all exercises annotated with medical conditions, special needs, dietary requirements etc.
- Manage the contract for catering on camps.
- Complete ration request documents and daily feeding states.
- Complete contract assessment documents on completion of exercise. Complete Actual Usage Forms on leaving Training Areas & Ranges.
- Run Battle Exercises as required, ensuring Cadet Training and Safety Precautions are followed.
- Inspect, and return all Ammunition, complete AFB 8226s.

# Main Duties & Responsibilities

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## Weekend Exercises & Training Camps and Exercises (Cont.)

- Issue loan equipment to cadets and maintain records, ensure swift return on completion of exercises, chase up any late returns.
- Bid for a summer camp for the contingent.
- Attend the Pre Camp conference and carry out the mandatory recce.
- Attend annual camp.

## Equipment and Stores

- Complete annual bidding forecast for Ammunition and Rations.
- Maintain an inventory of all clothing and equipment held on loan from the MOD.
- Control all stores issues and receipts.
- Arrange the procurement of all additional clothing and equipment.
- Organise the repair and exchange of clothing.
- Maintain all other records, documents, pamphlets etc. including their preparation and presentation at those periodic inspections required by military authorities.
- Organise purchase and issue of boots and clothing etc in readiness for each new recruit intake.
- Ensure all first aid kits are maintained and well stocked.
- Order training area maps as required.

## Liaison

Maintain good working relationships with:

- Visiting Service Instructors – Cadet Training Team.
- Brigade Training Safety Advisor, Division and HQ LAND Forces.
- Local Regular and reserve force Army Barracks.
- All other Army units that assist with training.



# Main Duties & Responsibilities

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## General

- Amend and update cadet application forms annually and arrange distribution to new intake.
- Maintain unit nominal roll and update as required.
- Check weekly parade registers.
- Compile completed new application forms.
- Maintain and update CCF Notice Boards in School as required.
- Load cadets onto external courses, process applications and distribute joining instructions.
- Update unit forecast of events on the Westminster Database.
- Maintain and update unit standing orders in accordance with MoD regulations.
- Maintain and update shooting range standing orders in accordance with MoD regulations.
- Attend School Open Days, ensuring equipment and presentation boards are available and up to date.
- Manage CCF stand on Open Days if required.



# Main Duties & Responsibilities

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## Publicity

- Promote and publicise the work and achievements of the CCF.
- Promote the subject within the school by laying on, now and then, special events for children, parents or both.

## Health and Safety

- Carry out risk assessments in line with the school's Health and Safety policy.
- Oversee arrangements for the health and safety of pupils and staff in school and on visits and excursions.

## Other Responsibilities

- Any other duties negotiated with the Headmaster.

## Additional Responsibilities

- To carry out the duties of a Form Tutor, as required.
- Carry out a share of supervisory duties in accordance with published schedules.
- To provide timely and appropriate cover work if absent and to support with covering lessons for absent colleagues.

## Generic Accountabilities

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role.





# Person Specification

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• Full clean driving licence</li><li>• First Aid qualification</li></ul>	<ul style="list-style-type: none"><li>• Outdoor NGB qualification</li><li>• D1 licence with CPC</li><li>• Skills at Arms Instructor</li><li>• Range Safety Officer</li></ul>
Experience and Knowledge	<ul style="list-style-type: none"><li>• Regular, Reserve or Cadet NCO or Officer experience.</li><li>• Experience or knowledge of the CCF Westminster system</li></ul>	<ul style="list-style-type: none"><li>• Previous experience as an school staff instructor</li><li>• Previous experience working with children / young people</li><li>• Knowledge of schoolbase</li><li>• Additional skills / interests that would benefit the school community</li></ul>

## Person Specification (cont.)

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	Essential	Desirable
Personal Attributes	<ul style="list-style-type: none"><li>• Understanding of, and commitment to, the principles, ethos and values of Bredon School</li><li>• Motivation to work with children and young people</li><li>• Professional and able to act as a role model for all staff and pupils</li><li>• 'Can do' attitude</li><li>• Sense of humour</li><li>• Ability to multi-task and manage your own priorities and workload and work to tight deadlines</li><li>• Flexible approach and adaptable to change</li><li>• Commitment to raising educational achievement</li><li>• An optimistic and resilient style when faced with pressure</li><li>• Team player</li><li>• Resourceful</li><li>• Strong communication skills</li><li>• Commitment to diversity and equality</li><li>• Commitment to Health &amp; Safety</li><li>• Enthusiastic and approachable</li></ul>	

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.