



Job Description & Person Specification

Job Title: School Staffing Instructor CCF/RAF

Job Purpose:

- To work with the Contingent Commander in the development of the staff and cadets. To play a pivotal role in establishing and embedding the CCF (RAF).
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Reporting Arrangements

Reporting to: Deputy Head of School

Main Responsibilities:

- To work with the Royal Air Force Air Cadets (CCF RAF) Contingent by planning and assisting with training instructions to the CCF RAF Staff and Cadets.
- Liaison between the contingent and the CCF/RAF HQ and Area Instructors.
- To attend all contingent officer meetings and meetings at RAF HQ, brigade, etc. as required.
- Provide administrative support to the CCF RAF Contingent.
- Organise and deliver military training to the CCF RAF Contingent within school.
- Use the Cadet Forces (CF) MIS (Westminster and Bader) to coordinate and plan consistent progress across all aspects of the training process.
- Use school base to obtain cadet records, administrate events and record attendance as required.
- Be responsible for the issue, care, maintenance and accountability of all Ministry of Defence and Contingent equipment.
- Action all correspondence, emails and telephone calls and act as the main point of contact in the absence of the Contingent Commander.
- Process applications for Cadet Force Adult Volunteers and Cadets to attend military and Cadet Adventurous Training Courses.
- Maintain weapon and ammunition accounting, physical security issues and serviceability.
- Assist the Contingent Commander in development and delivery of Annual Review and Biennial Inspection Parades.

Officer training, recruitment and retention:

- Maintain comprehensive Personal Files for all CCF staff on strength.
- Liaise with HQ 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.

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- 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.
- Undertake .22 shooting, maintain range paperwork / range inspections.
- Oversee officer teaching practices, particularly on weapons systems and field craft.

Database School base:

- Use School base to obtain cadet records, administrate events and record attendance as required.

Meetings:

- Attend all contingent officer meetings.
- 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.

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.

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 database.

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.

Trust Responsibilities:

- Adhere to all Trust policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel between different sites of the Laurus Trust as required.
- Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
- Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Refrain from smoking in any areas of Trust premises.
- Behave in a manner that ensures the security of property and resources.
- Demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.

Safeguarding:

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.

Core Behaviours:

It's important for all Support Staff to be able to demonstrate some or all of the core behaviours on a regular/daily basis:

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| ➤ Adaptable | - Open to change, to be flexible. |
| ➤ Courageous | - Willing to speak up, offer ideas, challenge the norm. |
| ➤ Hard Working | - Strong work ethic, prepared to go the extra mile. |
| ➤ Inclusive | - Treat others fairly and equally. |
| ➤ Engaged | - Involved/absorbed in your work, participate at all times. |
| ➤ Value | - Add value to your role, your team and the Trust. |
| ➤ Enquiring | - Have an enquiring mind, curious, improve and find solutions. |
| ➤ Motivated | - Pro-active, wanting to achieve goals, willingness to try, can do attitude. |
| ➤ Encouraging | - Giving/offering support and confidence to others, working together. |
| ➤ Navigator | - Providing guidance, leading when necessary. |
| ➤ Tenacious | - Perseverance, never giving up, whatever it takes. |
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Person Specification:

Attributes	Essential	Desirable
Education and Qualifications	• Sound educational background including GCSE's Maths and English (A*-C) or equivalent	• Duke of Edinburgh Award • First Aid qualification
Knowledge and Experience	• Prior experience in a similar role • Experience of delivering to deadlines and achieving set targets to a high standard • Experience of allocating and prioritising workload effectively to gain maximum productivity • Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook • Knowledge of the cadet forces ethos and a desire to support, encourage and develop cadets.	• An ex-regular or reservist SNCO/officer or have extensive experience of the cadet forces • RAF experience • Previous experience with cadets or young people • Experience of working in a school environment • Experience of working with confidential information • Awareness of current issues in education
Skills	• Excellent planning and organisational skills • Ability to work independently to organise own workload • Strong interpersonal skills • Highly motivated individual with an innovative approach • Problem solving and analytical skills • Ability to demonstrate engaging oral and written communication	
Other Qualities	• Ability to make effective decisions • Ability to work accurately and methodically • Excellent time management • Ability to remain calm under pressure • Flexible • Good team player • Willingness to undertake further training • Commitment to safeguarding and promoting the welfare of children	• Full driving licence