



Education Trust

Job Description

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Job Title: CCF Contingent Commander and Outdoor Education Coordinator	Salary Range: Grade 5 (£32,778 - £40,217)
Accountable to: Vice Principal, Principal, CORE Education Trust	

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Job purpose: To lead and manage the Combined Cadet Force in order to enable pupils to develop powers of leadership through military training and to promote the qualities of responsibility self-reliance, resourcefulness, endurance and perseverance among participating students. To oversee, the outdoor education provision across the whole school.

Main responsibilities (CCF)

- To recommend appointments as SSI and contingent officers to fill established posts.
- To line manage the school's SSI.
- To oversee the Training Programme and ensure that all pupils are actively engaged according to school and MoD policy.
- To oversee arrangements for all exercises, camps, adventure training and training days.
- To oversee the effective introduction and then sustainment of the 909 programme under the auspices of the CCF.
- To oversee discipline and fitness of school staff and cadets whilst undertaking CCF training.
- To oversee the overall care and maintenance of MoD issued equipment with particular emphasis on the safe storage of arms and ammunition.
- To keep staff and parents informed of activities in which pupils are engaged.
- To ensure that accurate registers are maintained (using WESTMINSTER) and missed attendance is followed up and appropriate action is taken.

- To chair the CCF meetings.
- To be responsible for cadets' reports.
- To co-ordinate continuing Professional Development of staff involved in CCF.
- Manage all Contingent MoD and Private accounts.
- To oversee Health and Safety of all CCF activities including Risk Assessments, testing of staff in Pam 21/Pam 5C, insuring qualifications held are in date and current.
- To oversee the safe weapons handling testing of all personnel 6 monthly in each weapons system used.
- To represent the Academy at the appropriate MoD, EFA and related Committee meetings and keep the Principal apprised of developments with the CCF.
- Contribute to the curriculum development within the Academy and the monitoring of its impact.
- Contribute to staff development activities.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the leadership team in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

Other Main Responsibilities

- Coordinate trip planning and out of hours internal and external activities.
- Support with student attendance and raising aspirations for students pathways.
- Contribute to the wider Academy duties through student voice and community outreach.
- Model excellence, maintaining a high visibility around the Academy.
- Carry out specific duties around the Academy during students' free time.

Safeguarding

- The jobholder is expected to observe their obligations in accordance with the CORE Education Trust Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Child Protection Procedure can be obtained from the jobholder's line manager.

People

- The jobholder must observe their safeguarding, health and safety, confidentiality, data protection, and equality and diversity obligations, as set out in this job description.

Financial

- No financial responsibility other than a responsibility to report to the Principal, Chair of Governors, CORE Education Trust any financial risks identified e.g. cash not secured, potential theft or impropriety.

Physical Resources

- The post holder will be responsible for the physical resources required to perform their role e.g. computer, software.

Special Conditions of Employment

Rehabilitation of Offenders Act 1974

- This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions, cautions and reprimands being considered. Any convictions, cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction, caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

Health and Safety

- The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Equality and Diversity

- CORE Education Trust is committed to equality and values diversity. As such it is committed to fulfilling its equality duty obligations, and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people with whom they come into contact with dignity and respect, and are entitled to expect this in return.

Training and Development

- The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

- The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Academy they may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions.
- This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.
- This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: Principal

Date: 1st February 2016



Education Trust

Person Specification

Job Title: CCF Contingent Commander & Outdoor Education Coordinator	Salary: Grade 5 (£32,778 - £40,217)	Location: Rockwood Academy
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The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

All posts will be subject to a DBS clearance at Enhanced level.

	Essential	Desirable
Education, Training and Qualifications		
<ul style="list-style-type: none"> Be an active member or leader of a CCF or ACF (or tri-service equivalent), or have served recently as an officer/SNCO in the Armed Forces 	X X	X
<ul style="list-style-type: none"> Have at least one outdoor educational training qualification (preferably water or mountain leader) suitable for teaching children across all age-ranges 	X	
<ul style="list-style-type: none"> Have a good understanding of the Duke of Edinburgh's Award programme. 	X	X
<ul style="list-style-type: none"> Appropriate rifle range qualification and to be current and competent in the cadet weapons or to be willing to attend courses, as necessary to become and maintain competence. 	X	
<ul style="list-style-type: none"> Must hold a driving license with a DI classification and be prepared to train to and drive school minibuses. 	X	
<ul style="list-style-type: none"> Be willing to undergo further military/civilian qualification training. 	X	
<ul style="list-style-type: none"> Must be First Aid trained or willing to undertake training. 	X	X X
<ul style="list-style-type: none"> Have commanded, or are currently commanding, a CCF or ACF (or tri-service equivalent). 		
<ul style="list-style-type: none"> Have a wide range of outdoor educational training qualification suitable to teach children across all age-ranges. 		X
<ul style="list-style-type: none"> Have led at least one of the Duke of Edinburgh's Award scheme levels and therefore appropriately expedition leader qualified. 		X
<ul style="list-style-type: none"> Previous experience of organizing adventurous training expeditions overseas. 		X

<ul style="list-style-type: none"> Ideally SPA Qualified. 		
Experience, Knowledge, Skills /Competencies <ul style="list-style-type: none"> Previous experience of working with and influencing at SNCO level or equivalent in the Regular or Reserve Forces or other similar body. Ability to teach children across all age ranges. Proven track record in leadership and management, or be able to demonstrate that you have this competence. Be an excellent communicator and team player, able to use initiative as well as take direction. 	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	
Developing Literacy and Numeracy and high ability provision <ul style="list-style-type: none"> In depth knowledge of best practice in teaching and learning, including the use of the latest technologies, to support student learning Use of innovative approaches to the development of teaching and learning, including assessment for learning Experience of coaching/mentoring to support the development of colleagues 	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	
Personal Attributes <ul style="list-style-type: none"> Resilience, the ability to work under pressure and meet deadlines Ability to think strategically, creatively and to prioritise Excellent communication skills (including written, oral and presentation skills) Excellent interpersonal skills A commitment to the CORE Education Trust vision, values, aims and the objectives of its academies programme 	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	

Promoting Safeguarding and welfare of children and young persons

- Promote safeguard the welfare of children and young people for whom you are responsible, and with whom you come into contact.
- 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.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.