

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| <b>JOB TITLE</b>      | CCF School Staff Instructor and Outdoors Education Coordinator   |
| <b>JOB PURPOSE</b>    | <p>This role has two main elements:</p> <ol style="list-style-type: none"> <li>1. To support the development of Westminster Academy’s Combined Cadet Force (approx 3 days per week)</li> <li>2. To support the development of a thorough programme of Outdoors Education, encompassing DofE, Outward Bound, Residentials etc (approx 2 days per week)</li> </ol> <p>In addition, the candidate should reinforce and uphold the vision, values, mission ethos and strategic aims of the Academy and adhere to the agreed policies and practice of the Academy</p> |
| <b>HOURS OF WORK</b>  | 37.5 hours per week, flexible, with some evening and weekend working.  |
| <b>RESP/GRADE</b>     | £25,000 pa (successful candidates will also be able to claim an additional allowance as a Cadet Force Adult Volunteer from the Ministry of Defence)  |
| <b>RESPONSIBLE TO</b> | CCF Contingent Commander (CCF)<br>Vice Principal for Teaching and Learning (Outdoors Education)  |

**AREAS OF RESPONSIBILITY:**

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| <b>1 CCF</b> | To provide administrative, logistic and training support and advice to the Contingent as required   |
|              | To prepare and be responsible for all inspections and audits, including (but not limited to) Brigade/Cadet Training Team (CTT) inspections, Equipment Care Inspections (ECI), Ammunition and Weapon Storage Inspections, Biennial Inspections |
|              | To plan, administer and deliver effective training experiences, producing all necessary paperwork including Risk Assessments for all contingent activities  |
|              | To maintain stores of the necessary clothing and equipment for parades, training, field days, overnight exercises, courses and camps. To ensure kit is well-maintained, and to bill for lost/damaged equipment as necessary.                  |
|              | To attend all CCF events, including Summer Central Camp   |
|              | To be routinely available to staff and cadets for all CCF-related requirements (e.g. kit issue)   |
|              | To respond to all correspondence and collate all returns (e.g. records of service qualifications) to/from external stakeholders (e.g. MoD, RAF etc)   |
|              | To input all necessary information into the Westminster cadet database, including weekly parade attendance, training events etc   |
|              | To ensure the security of arms and ammunitions in full accordance with  |

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|  | <p>MOD requirements. Act as the primary point of contact in the event of the alarm going off.</p> <p>To carry out all first-line weapon inspections, and ensure that weapons are inspected (MEI) at correct dates).</p> <p>To teach, instruct and advise staff and cadets on military matters, including drill, ceremony and range practices</p> <p>To teach, instruct and advise staff and cadets on skill at arms. To organise annual mandatory safety tests.</p> <p>To attend visits, journeys, camps etc as deemed appropriate by Contingent Commander.</p> <p>To assist with any other duties deemed appropriate by the Contingent Commander.</p>  |
| <p><b>2 OUTDOORS EDUCATION COORDINATOR</b></p> | <p>To work closely with the Vice Principal for Teaching and Learning to develop a comprehensive programme of Outdoors Education</p> <p>To help maintain existing partnerships with organisations like the British Exploring Society, Jubilee Sailing Trust, and the Outward Bound Trust, and to further develop new partnerships with other organisations</p> <p>To act as DofE Coordinator, organising DofE training sessions and expeditions, including registering candidates on eDofE, providing resources for group leaders etc</p> <p>To maintain stores of the necessary clothing and equipment for expeditions. To ensure kit is well-maintained, and to bill for lost/damaged equipment as necessary.</p> <p>To complete all paperwork provided for adventurous trips, including all DofE Expeditions.</p> <p>To attend/supervise expeditions deemed appropriate by line manager</p> |
| <p><b>3 GENERAL</b></p>                        | <p>To play a full part in the daily life of the Academy, assisting with duties as appropriate</p> <p>To work as a team member with other staff to achieve Academy expectations and standards of our students at all times.</p> <p>To seek advice/help from colleagues with specific knowledge if and when necessary.</p>  |

**PERSON SPECIFICATION: CCF School Staff Instructor and Outdoors Education Coordinator**

**Information for candidates:** The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for. People with disabilities will be offered an interview where they meet the Essential Criteria alone.

| Criteria   | Essential<br>✓ where relevant                | Desirable<br>✓ where relevant          |
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| <p><b>Education/Qualifications:</b><br/>                     All academic qualifications considered<br/>                     Hold range management qualifications<br/>                     Skill at arms instructor<br/>                     Full Driving Licence<br/>                     Exercise conducting officer<br/>                     First Aid trained<br/>                     Qualification in outdoor activities (e.g. ML, BEL or equivalent)</p>  | <p>✓</p>                                     | <p>✓<br/>✓<br/>✓<br/>✓<br/>✓<br/>✓</p> |
| <p><b>Experience:</b><br/>                     Regular, Reserve or Cadet Forces Background at SNCO / Commissioned Officer level<br/>                     Experience of organising adventurous activities (e.g. expeditions)<br/>                     Experience of working with young people<br/>                     Excellent Communication Skills<br/>                     Understanding of the ethos of the CCF.</p>   | <p>✓<br/>✓<br/>✓<br/>✓<br/>✓</p>             |  |
| <p><b>Professional knowledge, skills and competences:</b><br/>                     Excellent communication skills, both written and oral.<br/>                     Strong ICT skills, including word processing, use of spreadsheets, simple database management, emailing<br/>                     Excellent organisational skills, including forward planning and calendar management<br/>                     Ability to manage young people’s behaviour in a positive, assertive and fair manner<br/>                     Thorough knowledge of how to ensure safety standards are upheld in a Cadet Force, with particular reference to weapons storage and handling<br/>                     Knowledge of how Combined Cadet Forces operate<br/>                     Ability to supervise expeditions, ensuring that risks are managed appropriately</p> | <p>✓<br/>✓<br/>✓<br/>✓<br/>✓<br/>✓<br/>✓</p> |  |

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| <p><b>Philosophy and commitment:</b></p> <p>An understanding of and commitment to comprehensive values and the inclusion agenda</p> <p>A belief that everyone can benefit from and has an entitlement to high quality educational opportunities</p> <p>A personal commitment to lifelong learning and continuous professional development</p> <p>Commitment to high standards, best value and continuous improvement</p> <p>A “can-do” approach and positive attitude to innovation and change</p> <p>A flexible approach to work, recognising that this role may involve spending weekends/nights on expeditions/camps etc</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>                   |  |
| <p><b>Personal qualities:</b></p> <p>Ability to work as part of a team</p> <p>Good interpersonal skills</p> <p>Enthusiasm</p> <p>Initiative and self-motivation</p> <p>Flexibility, creativity and the ability to think laterally</p> <p>Stamina and a capacity for hard work</p> <p>Good time management skills</p> <p>The ability to be reflective and self-critical</p>  | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |  |