

CONTINGENT COMMANDER

Required for January/April 2019

The School has an exciting opportunity for a Contingent Commander to develop and lead a new School's Combined Cadet Force (CCF). This post would suit a recent or current CCF officer or indeed an existing Contingent Commander, eager for a fresh challenge. We seek to appoint an experienced, enthusiastic and suitably qualified applicant who has demonstrated the skills and character needed to lead a contingent.

The CCF at John Lyon has a long and distinguished history with pupils currently conducting CCF activities as part of the prestigious Harrow Rifle Corps led by Harrow School. With growing enthusiasm amongst its staff and pupils, John Lyon is looking to expand its CCF provision, by becoming an independent CCF from September 2019 with the aim of growing the cadet body from 30 boys to 180 over the next five years. We parade weekly during term time and offer a wide range of activities over weekends and in the school holidays.

This position is offered on a full time basis with CCF duties being completed alongside the teaching of your chosen subject area. In addition to working normal working commitments there will be weekend and holiday commitments where a willingness to work long and flexible hours is necessary.

Competitive salary offered, above that of the maintained sector.

For further information or to apply for the role please refer to the School website where a job description, person specification and application form can be found: www.johnlyon.org/vacancies

Completed applications should be returned to recruitment.academic@johnlyon.org
Please be aware that CVs alone will not be accepted.

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Applications may be shared with London District (LONDIST) who work with the School to assist with adult training and organisation operations.

Closing date for applications: 12:00pm on Monday 2 July 2018.

The School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an Enhanced check with the Disclosure and Barring Service.

As a provider of employment and education, we value the diversity of our staff and students. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

CONTINGENT COMMANDER

JOB DESCRIPTION

Reports to: Head

About John Lyon

Founded in 1876 as an independent day school for local boys, John Lyon is one of the top independent day schools for boys in the UK. We pride ourselves on our broad yet balanced curriculum and ability to tailor an education to meet the individual needs of our students. Our ethos is to treat every boy as an individual, strive for academic excellence and provide outstanding pastoral care whilst offering a broad range of opportunities outside the classroom. The School has consistent excellent results with 'value added' at all levels, GCSE and A-Level.

The School campus is spread across six buildings in Harrow-on-the-Hill and is part of John Lyon's Foundation. We have a clear set of values that are vital to our community. These values shape who we are, what we do and how we do it.



AMBITION



EXCELLENCE



INNOVATION



RESOLVE



HERITAGE



COMMUNITY



CREATIVITY



ENQUIRY

Principal Responsibilities

The Contingent Commander is responsible to the School's Head for the safe, efficient and effective running of the school's contingent, including leadership and development of the CCF function, ensuring that each pupil is positively encouraged to develop their potential to the full. The core purpose of this post is to manage and develop the School's CCF; assisting with the running and organisation of the Cadet contingent and to participate fully in CCF activities. As a member of academic staff, the Contingent Commander teaches a reduced timetable in their subject area.

The Contingent Commander will be supported by a full-time School Staff Instructor (SSI), who will oversee all training, stores, equipment, security, weapons maintenance and administration.

SPECIFIC RESPONSIBILITIES INCLUDE:

- Overseeing the organisation of the regular CCF activity and chair CCF meetings;
- Overseeing arrangements for all exercises, camps and training days;
- Overseeing the Training Programme and ensure that all pupils are actively engaged according to School and MoD policy;
- Line management of the SSI and CFAVs.
- Representing the School at appropriate MoD, and related Committee meetings and keep the Head apprised of developments within the CCF;
- Overseeing the School Partnerships and liaise with Senior Management, Staff, Parents and Cadets of the partner schools to ensure the safe training and development of their cadets;
- Reporting on CCF events for School publications and website;
- Recruiting Cadet Force Adult Volunteers (CFAVs) and cadets to the level of the establishment set by MOD and for ensuring that the administration and management of the CCF is carried out as required by MOD regulations;
- Maintaining the overall discipline of cadets while undertaking training;
- Ensuring that the contingent complies with the appropriate MOD and school safeguarding policies;
- Ensuring that all attendance and qualifications of cadets and CFAVs are recorded accurately and in a timely fashion on the appropriate CMIS;
- Recording Disclosure and Barring Service (DBS) numbers and disclosure dates for all CCF CFAVs on the CMIS and ensure that this clearance is renewed every 5 years in line with MOD policy;
- Ensuring that all suitable safety and control measures are in place covering legal compliance, in areas such as: health & safety; fire risk assessments; testing of staff and ensuring qualifications held are in date and current;
- Regular liaison with the sService cadet training team supporting the contingent's section and with affiliated and sponsoring regular or reserve units;
- Accounting for, securing and maintaining MOD issued loan equipment in accordance with appropriate MOD rules and national legislation;
- Ensuring that the MOD's inspection and assurance requirements are met including appropriate remedial action where standards in the CCF contingent fall below required levels;
- Being the contingent Delivery Duty Holder (DDH) and being responsible for risk to life activities;
- Producing and annually updating a Development Plan for Basic Recruit cadets, Advanced Infantry Cadets, NCO's and Officers/Staff in the CCF;
- Keeping staff and parents informed of activities in which pupils are engaged;
- Overseeing all budgets for CCF, including preparation of accounts for audit;
- Responsibility for pupil reports for CCF;
- Overseeing CCF nominations for National Courses and training;
- Responsibility for all CCF awards and ceremonial commitments for the School;
- Ensuring the School is represented at all functions and ceremonial events appropriate to the positive promotion of the Contingent;
- Co-ordinating Continuing Professional Development of staff involved in CCF;
- Overseeing the safe weapons handling testing of all personnel 6 monthly in each weapons system used;

GENERAL DUTIES OF TEACHING STAFF:

- Promoting and safeguarding the welfare of children and young persons for whom (s)he is responsible, or with whom (s)he comes into contact will be to adhere to and ensure compliance with the School’s Safeguarding and Child Protection Policy at all times;
- To attend whole School events such as Open Days, Speech Day etc;
- To contribute to the School’s extra-curricular and co-curricular programmes;
- To carry out a share of supervisory duties and detentions in accordance with published schedules;
- To participate in appropriate meetings with colleagues and parents relative to the above duties;
- To contribute to the PSCE programme when required;
- To provide cover and examination assistance as required.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

PERSON SPECIFICATION

In making an appointment at The John Lyon School we look for the person who, at interview and by virtue of their qualifications, best demonstrates the following:

	ESSENTIAL	DESIRABLE
EDUCATION		
Educated to A level standard or equivalent	X	
Qualified ECO; Range Qualifications; SAA Instruction Qualifications; AT Qualifications		X
KGVI Course (or equivalent) qualification in planning and running exercises		X
SKILLS & EXPERIENCE		
A thorough understanding of the risk to life activities being undertaken by all parts of their contingent in accordance with MOD Duty Holding (DH)	X	
Experience of planning, prioritising and organising resources to tight deadlines under pressure	X	
Strong communication skills with the ability to develop and maintain effective professional working relationships and networks with a wide range of stakeholders and use these relationships to improve service effectiveness and deliver outcomes	X	
Ability to produce reports and convey information that needs explanation or interpretation	X	
Confidence and the ability to promote high professional standards within the CCF team and challenge actions that go against protocol	X	