



WEST BUCKLAND DEVON

Job Description

Combined Cadet Force – Contingent Commander

(for appointment late August 2020)

The CCF at WBS has a long and distinguished history dating back over a hundred years, growing out of the former Officer Training Corps. Currently we are proud to have two Sections: the Army Section and the Royal Air Force Section, of which the Army is the largest. In time it would be great to rekindle the former Royal Naval Section, considering our connections in Devon to the Royal Navy and the sea (Plymouth has the largest naval dock yard in Europe, Dartmouth Officer training school, and Royal Marines in Lymington and Chivenor). We parade each Monday in term time and offer a very wide range of activities over 3 protected weekends/ field days and in the school holidays. We aim to maximise every external opportunity for our cadets, including CCAT, Cadet leadership course, STEM camp. The key figure for most aspects of organisation is our School Staff Instructor with whom the successful candidate will have to work closely to ensure administration, finances, stores, armoury, accommodation and paperwork are executed accurately.

The CCF at WBS is thriving, and currently has around 90 cadets and NCOs, an SSI as well as Head of Army and Head of RAF commissioned officers. One factor that really stands out about WBS's CCF is the cadets themselves. Our Contingent is completely voluntary, which means that all cadets are there because they want to be. All year 9 are encouraged to try the Cadets for 6 weeks, then make an informed choice. Cadets are happy to put in the time and effort on top of their academic studies and the other extra-curricular activities as they are exceptionally keen and committed, striving to get the very best out of their cadet experience.

There is a very high level of cooperation with Outdoor Learning Department who assist in delivery of DoFE for the cadets.

Facilities and Resources

The CCF parades in public view of the school community on school grounds every Monday from 3.00pm – 5.00pm. The Contingent benefits from an indoor and outdoor 25m firing ranges, armoury and separate well-stocked stores with uniforms and service-specific training aids, as well as use of additional facilities around the school for training purposes.

The Role

This is an outstanding opportunity for the successful candidate to lead and develop the WBS CCF and would suit a recently retired Commissioned Officer or a current CCF officer who has experience as OC of a CCF service Section, or perhaps be an existing Contingent Commander, eager for a fresh challenge.

The Contingent Commander reports directly to the Assistant Head Co-Curricular and leads the CCF on behalf of, and is accountable to, the Headmaster.

We seek to appoint an experienced, enthusiastic and suitably qualified individual to:

- Be responsible for the day to day running of the CCF.
- Lead the continuing evolution of the CCF as a central activity in the co-curricular life of the school.
- Ensure that CCF weekends are coordinated with other extracurricular activities and entered into the school calendar
- Inspire and motivate the pupils and staff across all CCF Sections.
- Promote and co-ordinate the role of the CCF in our twice-yearly Field Day activities, and across the school year.
- Provide a disciplined organisation within the School, which enables students to exercise responsibility and leadership.
- Take an active role in promoting the benefits of outdoor education to students in and outside the CCF.

The Person

The successful applicant will lead a popular Combined Cadet Force. He or she will have acquired the broader knowledge, experience and outlook to inspire, motivate and manage not just the cadets and NCOs, but also the staff and other adult volunteers. He or she will also possess excellent organisational and administrative skills to ensure a high-quality experience for all cadets and staff and effective use of resources. In addition to working normal working commitments there will be weekend and holiday commitments where a willingness to work sometimes long, odd and flexible hours, sometimes away from home, will be necessary.

The candidate will also work with SSI to provide 'Alarm cover' for the Armoury when the SSI is not available. This is a shared, year-round, responsibility which requires the appointee to work a call out rota with the SSI to ensure either is available to attend if the armoury alarm activates

Candidates holding further qualifications, such as: Qualified ECO; Range Qualifications; SAA Instruction Qualifications; AT Qualifications would be an advantage. What follows is not an exhaustive list, but some of the key tasks of this multi-faceted role. The successful candidate will:

CCF

- Lead the co-ordination, development and evolution of the CCF as a central activity in the co-curricular life of the school.
- Plan and manage the annual calendar of events for the Contingent in liaison with the SSI, Senior Officers and SLT, which will include Field Days, camps, etc
- Oversee all aspects of training on a Monday afternoon.
- Attend camps, field days and additional trips as necessary.
- Attend formal training courses as required and represent WBS' CCF at various external military meetings and functions.
- Develop and oversee the CCF area of the School's website.
- Contribute to the overall marketing and development of the School's reputation and promote the profile of the CCF within the extended WBS community by publicising CCF activities as appropriate.

Staff

- Be responsible for overseeing the work of the SSI.
- Be the Delivery Duty Holder (DDH) for the Contingent.
- Lead and manage a team of teachers, support staff, instructors and the SSI. The CCF may work closely with the Head of Outdoor Learning
- Be able and willing to work towards adventure training qualifications, i.e Walking Leadership awards to benefit the CCF and DOE expeditions, as available.
- Delegate appropriate responsibility to the officers in the CCF.
- Encourage and support CCF staff in their professional development and ensure the provision of appropriate CPD opportunities for CCF Officers.
- Assist in recruitment of additional Adult Civilian Volunteer Instructor/Officers as required to aid in delivery of an expanding programme.

Pupils

- Oversee cadet recruitment and retention and present the CCF to students, outlining the opportunities and benefits.
- Oversee the planning and delivery of the Contingent training programme, ensuring regular review and recommendations for improvement are considered and implemented.
- Communicate regularly with parents in relation to CCF.
- Deal with pastoral issues regarding cadets in conjunction with other relevant staff.
- Ensure structures and systems are in place to enable effective monitoring of cadets' progress.
- Promote a growing sense of leadership and independence amongst older pupils, delegating responsibility as appropriate.

Administration

- Ensure, through effective personal administrative organisation and delegation where necessary, that all MOD standing orders are current and adhered to and that changes in policy are communicated to staff.
- Oversee the planning of the contingent's Inspections and Reviews.
- Ensure, through effective personal administrative organisation and delegation where necessary, that all the appropriate school and MOD paperwork is accurate, produced in a timely manner and is up to date.
- Ensure, through effective personal administrative organisation and delegation where necessary, appropriate supervision of the finances of the CCF by managing MOD and school budgets and accounts.
- Oversee through effective personal administrative organisation and delegation where necessary the writing of risk assessments for all activities and making sure that these are adhered to by all staff involved.
- Ensure, through effective personal administrative organisation and delegation where necessary, compliance with school and MOD Health and Safety and Safeguarding policies and guidelines in all CCF activities.
- Ensure, through effective delegation where necessary, the security of buildings, weapons and ammunition in conjunction with the SSI.

- Promote and protect children's welfare in all aspects of their contribution to school.

Terms and Conditions

This appointment is described as a part-time, non-teaching, position. The post holder is expected to be flexible and adaptable to meet the demands of the CCF and the school engaging in all duties with full commitment. The post will be salaried, the appointee would be required to fulfil all the appointment duties within the agreed salary. A teacher wishing to apply would have to be currently employed by the school and would be given a teaching remission and management allowance to carry out the functions and duties described.

- The post holder is required to have Regular or Reserve Military Experience, ideally as an Officer.
- The post holder will be expected to be on duty each parade day (currently Monday) from 08.30 to 17.30 as a minimum and one additional day each week in term time. This second day may vary to account for known or identified requirements of the post.
- In addition, the post holder will be required to be on duty a day either side of any planned additional activities ie weekend camps, extended camps which may be in the UK or overseas.
- Be available to assist in the running of the Exmoor race day (normally in the week before Easter break).
- WBS has its own salary scale, which is comparative to Local Authority Teacher & Support Role scales.
- The scale of pay will be dependent on the appointee's qualifications and experience.
- All CCF uniformed staff are eligible to apply for Cadet pay for additional duty days up to a maximum of 28 days in a year. This pay is not payable if it is a paid duty school day.
- The appointee will be enrolled into the relevant pension scheme adopted by the school subject to conditions in place at the time.
- There is an initial one-year probationary period. In the first 8 weeks 1 weeks' notice for either party, within the remainder of the first year one month's notice will be required. At the completion of the probation period the post will be confirmed as permanent with one full term notice for either party.
- Lunch is provided free of charge on the days working during term time.
- All staff have access to the school swimming pool and fitness room at designated times, free of charge.
- Successful applicants will be required to make an enhanced disclosure by the Disclosure and Barring Services, will not be disqualified from working with children in line with the Childcare Act 2006 and be required to complete a Pre-Placement Medical Questionnaire

Applications

The application should include a completed application form, full curriculum vitae, and the names and addresses of two referees, one of whom must be your current or most recent employer. The deadline for receipt of applications is 15th April 2020. Applications should be received before midday on the closing date, addressed to:

Assistant Bursar (HR Recruitment)
West Buckland School
Barnstaple
Devon EX32 0SX
recruitment@westbuckland.com

Applications may be e-mailed and it is not necessary to also send by post. Further information may be found on our website at www.westbuckland.com

Application closing date – no fixed date.

Interview will be on receipt of a positive application form

Safeguarding Policy Statement

The post holder's responsibility for 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. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.

West Buckland 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 reference checks with past employers and the Independent Safeguarding Agency.

This post is identified as being within the scope of Regulated Activity and requires a cleared Enhanced Disclosure from the Disclosure and Barring Agency. As such all previous criminal convictions deemed to be expired under the Rehabilitation of Offenders Act are required to be declared, this may not negate the applicant from being appointed.