

HIGHGATE

JOB DESCRIPTION

Job Title:	School Staff Instructor (SSI)
Salary:	Circa £10,500 p.a. depending on qualifications, skills and experience plus an additional allowance allocated by the MOD
Reporting to:	Contingent Commander
Location:	Highgate, London
Type of position:	Permanent, Part Time (2 days p/w including Tuesdays. Term Time plus 4 weeks)
Start date:	Summer Term 2019

THE SCHOOL

Highgate School was established in 1565 by a Royal Charter of Her Majesty Queen Elizabeth the First. Sir Roger Cholmeley, our Founder, was granted Letters Patent to found 'a grammar School...for good education and instruction'. Today Highgate is a flourishing coeducational independent School which includes the Senior School for pupils aged 11-18; the Junior School for pupils aged 7-11 and the Pre-Preparatory School for pupils aged 3-7. There are currently in the region of 1,800 pupils at Highgate and the School employs approximately 550 full-time or part-time teaching and support staff.

The School is situated in one of the most attractive and sought after areas of North London, only a short journey from Central London and adjacent to Hampstead Heath. The hilltop site in Highgate Village is the historic site of the Senior School. A few hundred yards along Hampstead Lane in Bishopswood Road lie the Junior and Pre-Preparatory Schools and the extensive playing fields, adjacent to the open spaces of Kenwood and Hampstead Heath. The Northern Line underground station is a short walk away and it is four miles to Central London.

Working at Highgate offers the opportunity to be part of a vibrant and welcoming community, committed to academic excellence and the highest standards of pastoral care for its pupils. The Governors consider the development of excellence in the education offered to the pupils to be the underlying purpose of activities undertaken by all staff.

Highgate is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

HIGHGATE'S COMBINED CADET FORCE

Highgate is proud of a fine tradition of military service. The endeavour of the Combined Cadet Force (CCF) today is to reflect these values appropriately to the modern world and to encourage the young to learn teamwork, enterprise and service through the activities and disciplines offered in the cadet force. Highgate is affiliated to the Princess of Wales Royal Regiment and wears the cap badge.

Membership of the CCF currently stands at 75+ boys and girls. Many elect to continue through into the Sixth Form as NCOs and this is where they receive, as well as give, the greatest benefit as junior instructors. Training parades take place on Tuesday afternoons and members of the Contingent participate in Field Days, Camps and Range Weekends. A variety of additional opportunities are offered and for many the opportunity to qualify through the CCF on the D of E Award Scheme.

THE ROLE

We are looking to appoint a permanent School Staff Instructor (SSI) on a part-time basis (0.2-0.4). For the right candidate, there is also the potential for this role to be combined with another school duty, such as security, transport logistics, sports coach etc. (a post for which we are advertising simultaneously) and thus made into a full-time position. The SSI role is a support staff role (non-teaching) and the successful person will be line-managed by the Deputy Head (Pupils' Personal Development and Employability) and the Contingent Commander will be responsible ultimately to the Bursar.

The ideal candidate will have the knowledge and experience to act as the School Staff Instructor for Highgate's Combined Cadet Force or will be willing and able to complete the necessary training courses in this area. The SSI role will involve working closely with relevant staff to ensure that the School's CCF programme is varied, safe, exciting and motivational. It is likely that this role will be carried out on Tuesdays during term time and during weekends and school holidays where required. The post-holder will ensure that the oversight and management of CCF camps/training is carried out and s/he will be required to attend each trip. Further details regarding the responsibilities of this role and the time to be dedicated to it over the academic year will be discussed at interview.

MAIN RESPONSIBILITIES

School Staff Instructor for Highgate's Combined Cadet Force

- Working with the CCF Contingent Commander and Section Leader, produce and update a yearly programme for cadets, NCOs and Officers/Staff and ensure that all pupils are actively engaged according to School and MoD Policy
- Plan and oversee delivery of weekly training of cadets
- Ensure that the Army database (WESTMINSTER) is kept up to date with current records
- Maintain all necessary paperwork and preparation for MOD inspections
- Act as Security Officer for the CCF (under the supervision of the Officer Commanding), in relation to the security of arms, ammunition, security systems, personnel, data handling compliance, documentation and inspections
- Be responsible for Health and Safety in relation to all aspects of Highgate's CCF including risk assessments and preparation for inspections
- Act as Property Manager in relation to CCF premises, including overseeing Health & Safety and any required maintenance
- Be responsible for the management of stores and equipment including stock control, billing and distribution
- Take a lead role in the planning and running of all training, camps, field days and expeditions including booking and management of transport or vehicles where required
- Work with the Contingent Commander to ensure appropriate support and guidance is provided to Cadets and required standards and discipline are maintained

- Undertake all of the required administration, data collection and analysis for the Contingent including ensuring that the Contingent databases are regularly updated in line with Brigade policy

Highgate Foundation Sponsored Walk

- Plan and manage the administration and organisation (including setting up fund raising mechanism) of the Highgate Foundation Sponsored Walk involving staff and pupils across all three schools walking on Hampstead Heath which takes place once every two years in October
- Liaise with the appropriate internal (teachers and support staff) and external departments (Hampstead Heath, Great Lakes High School Trustees) to ensure the smooth running of the day
- Project lead the team of other staff members involved in the running of the day (porters, outdoor education, SPEX, health and safety, communications team)
- Be the point person on the day for the Highgate Sponsored Walk
- Report on day's event—participation, funds raised, www, ebi etc.

This role will provide the successful candidate with an exciting opportunity to develop and enhance the SSI role at Highgate. The chosen candidate will therefore need to demonstrate a proactive, reliable approach to developing new initiatives, and the ability to work closely and flexibly with people. They will need to have the vision and leadership skills, drive and organisational abilities to fulfil this commitment.

These duties and responsibilities are intended as a guide. They are not exhaustive: the School Staff Instructor (SSI) will be expected to undertake any reasonable task or responsibility as required by their line manager.

PERSON SPECIFICATION

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications	<ul style="list-style-type: none"> • 5 GCSEs, including Maths and English or equivalent 	<ul style="list-style-type: none"> • Undergraduate degree or equivalent • Membership to relevant professional bodies • First Aid Instructor • All relevant military and non-military qualifications are of interest. e.g. Summer Mountain Leader, Winter Mountain Leader, Canoe/Kayak, sailing and medical qualifications are of particular interest
Experience	<ul style="list-style-type: none"> • Proven experience of leading groups in challenging environments • Knowledge of and experience working with relevant Health & Safety legislation/regulations • Experience working with relevant regulatory bodies • Proven track record in leadership and management of people, or 	<ul style="list-style-type: none"> • Military Service - preferably to at least SNCO level • Experience and knowledge of the CCF (and Duke of Edinburgh Scheme) • Previous experience in an educational setting

	<p>be able to demonstrate that you have this competence</p> <ul style="list-style-type: none"> • Management of processes • Proven experience of planning and organising trips both within the UK or abroad 	
Ability / skills	<ul style="list-style-type: none"> • Excellent communication skills when dealing with pupils, staff, parents and external organisations • Ability to work effectively both as part of a team and also independently • Ability to prioritise effectively • Excellent ICT skills • Leadership skills and experience • Motivational skills to encourage participation in activities 	<ul style="list-style-type: none"> • Working knowledge of WESTMINSTER & AAR • Skill at Arms Instructor
Personal Attributes	<ul style="list-style-type: none"> • Flexible with a 'can-do' approach and able to work effectively without direct supervision • Able to use initiative as well as take direction • A good sense of humour • Ability to build strong relationships with key staff 	

CHILD PROTECTION

All members of staff must comply with Highgate's Safeguarding & Welfare Policy which is posted on the staff intranet; a copy also accompanies this job description.

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 and welfare of our pupils, these concerns must be reported immediately in accordance with the Policy.

TERMS & CONDITIONS

Hours of Work

16 hours per week term time plus 4 weeks. Whilst the normal working day is likely to be from 9.00am-6.00pm 2 days a week (including Tuesday) there is a need to be flexible about hours in order to carry out these duties and responsibilities effectively and no additional payment is made in this respect. In addition, weekend and some evening working will be required. These hours must be agreed in advance and will be covered within the additional 4 weeks working time. Any significant hours out with this arrangement must also be agreed with your line-manager and time off in lieu may be given at your line manager's discretion.

Probationary Period and Notice Period

This appointment will be subject to the completion of a probationary period of six months to the satisfaction of the Governors. There will be a one term notice period for this role.

Lunch Period

There is an unpaid lunch break of one hour. A complimentary lunch is available in the Dining Hall.

Holidays

25 days' paid holiday entitlement plus public holidays is included in the salary and is to be taken during School holiday periods.

Pension

The School runs a defined benefit pension scheme which provides a pension benefit of 1/80th of final salary for each year of membership based on a current employee contribution rate of 6%.

Leisure Facilities

Subject always to the needs of pupils and School's operations, staff are offered free access at stipulated times to the School's sports facilities including swimming pool and fitness suite.

Confidentiality

The need for absolute confidentiality and discretion, both within Highgate and the wider community, must be understood.

Dress Code

Teachers and support staff are expected to set an example to pupils and should dress appropriately at all times.

Smoking

Smoking, including vaping, is not allowed on or immediately outside any school premises (the footprint of the buildings and grounds) or in areas where smoking might be seen by parents or pupils during working hours.

Health and Safety

Highgate takes its obligations under the Health & Safety at Work Act seriously and the postholder will be required to comply with all aspects of Highgate's Health and Safety Policy, particularly in relation to safe working practices. All staff must keep up to date with Highgate's Health and Safety Policies which are regularly updated and posted on the Staff Intranet.

Equality and Diversity

Highgate is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.

As a member of the support staff, this role is responsible to the Bursar. Job descriptions may be updated by the Bursar from time to time to accommodate the changing needs of the School.

For operational reasons, Highgate reserves the right to transfer employees to alternative duties. For this reason it is a condition of employment that employees are willing to do so, if requested, from time to time.

APPLICATION PROCEDURE

Applications should be made via Highgate's website
www.highgateschool.org.uk/about/vacancies

For any queries please contact Alice Buchanan, HR & Recruitment Officer, Highgate School, North Road, London N6 4AY. Recruitment@Highgateschool.org.uk

Closing date: Sunday, 10th February. Applications will be considered on receipt and we reserve the right to close an advert early if we find a suitable candidate.