



## Job Description

Post title	School Staff Instructor/Pastoral Support
Academy	Haberdashers' Aske's Knights Academy
Grade	Scale 6 (£23,500 to £25,342)
Responsible to	Contingent Commander, CCF / Resources Manager

### Summary of the overall purpose of the job

The core purpose of this post is to command and support the Contingent in managing and developing the haberdashers' Aske's Knights Academy CCF. In addition, to assist with the running and organisation of the CCF Cadet contingent at the School and to participate fully in CCF activities. On days when not assisting with CCF to assist the Resources Manager or Maintenance Team with various duties as appropriate in addition to these duties, the post will support in operating the on-call behaviour system under the overall direction of the Senior Pastoral Manager and Knights Leadership Team (KLT). To carry out investigations into student behaviour incidents with a particular focus on incidents that take place outside of lesson and to support in the supervision of the Insolation Room under the overall direction of the Vice Principal for Learning.

### Key responsibilities and objectives of the job

#### SSI

#### Stores Accounts

- The control and maintenance of the Contingency clothing accounts, and records of issues and receipts for all Service Sections.
- The preparation of the contingency clothing accounts for periodic (six monthly) audit by the Administrative Assistants of each Service Section.
- The centralising of all demands for new clothing items as a result of kit losses.
- The submission of bills to the Contingent Commander for kit losses.
- The security of all books of account.
- The control and maintenance of the Contingent ammunition account.
- The control and maintenance of the Contingent loan stores account.
- The raising of issue and receipt vouchers for all loan stores.
- The control and maintenance of the Contingent ration account.
- The control and maintenance of the Contingent radios and tells account.
- The control and maintenance of the special store register.

#### Pamphlets / Westminster

- The control and maintenance of records of MOD pamphlet issues.
- The submission for these records for audit.
- The insertion of all the latest amendments to all MOD pamphlets.
- Responsible for the updating of Westminster, cadet records, weekly registers and all

personnel qualifications.

#### **Works Services**

- The submission of all maintenance work services to the Contingent Commander on CCF property supplied by or partly maintained by EMRFCA.
- The follow-up to all such requests.

#### **Annual Inspections**

- The preparation for 6 monthly inspections of all items under the following headings:-

Security	Pamphlets, ledgers, documents.
Ammunition	Ammunition, account records, documentation.
Armoury	Documentation, workshops, procedure issues.
Radios & Tels	Documentation.
Stores	Documentation.

#### **Biennial Inspection**

- The preparation for annual inspection of all items under the following headings:

Security	Pamphlets, ledgers, documents.
Ammunition	Ammunition, account records, documentation.
Armoury	Documentation, workshops, procedure issues.
Radios & Tels	Documentation.
Stores	Documentation.

#### **Security**

- You are the Assistant Unit Security Officer and must attend an initial USO's course with an update course every four years.
- Assist the Contingent Commander with the security of the armoury and ammunition stores' keys.
- The physical changing of the security keys every six months, notifying the Contingent Commander.
- As the second key holder share the callout cover during term time and the school holidays.

#### **Conferences**

- Attend all Brigade SSI conferences.

#### **Indoor Range**

- The control, cleaning and maintenance of the school indoor .22 range.
- The de-leading each term of the range bullet catcher.

#### **Quartermasters Stores**

- The physical maintenance and operation of a Quartermaster's Stores with published daily opening times for cadets to exchange return or withdraw clothing or equipment.
- The physical maintenance and operation of a laundry service for returned soiled clothing, bagging, delivering and returning these items to the laundry.
- The physical operation and maintenance of a tailoring service for new clothing items, bagging, delivering and returning these items to the tailors.
- The preparation and submission each term of bills to the Contingent Commander for the recovery of money from parents for kit losses.
- Responsible for all MEI's.

#### **Ammunition Store**

- The physical maintenance and operation of the ammunition stores.
- The physical collection of ammunition from Chilwell, Nottingham.
- The operation and recording of ammunition expenditure certificates.

#### **Armoury**

- The physical maintenance and operation of the armoury (weapons stores).
- The cleaning and maintenance of all weapons.
- The operation of a daily issues book, a security check register and a workshops repair book.
- The physical distribution and collection of weapons for repair to the MOD
- The physical collection of new replacement weapons from MOD Ordnance at Donnington.

#### **Rations**

- The physical maintenance and operation of the ration account.
- The physical collection of compo rations from MOD.

#### **Loan Stores**

- The physical maintenance and operation of the loan stores account.
- The physical collection of loan stores from MOD prior to training.
- The physical return of loan stores to MOD after training.

#### **Camps**

- The physical maintenance and operation of a Quartermaster's Store within published daily opening times for cadets to exchange, return or withdraw clothing or equipment.
- The operation of administrative support for the Contingent in the field.

#### **Reconnaissance**

- Attend all recesses of proposed training.

#### **Bids**

- Assist the Contingent Commander with the preparation of the following:
  - Centralised bidding for MOD ranges and training areas from the relevant agencies.
  - Centralised bidding for transport from the MOD Transport Agency.
  - Centralised bidding for training stores for camps and exercises.
  - Centralised bidding for officers and cadet courses
  - Centralised bidding for CTTN support
  - Centralised bidding for ammunition for training.

#### **Pastoral Support Manager**

- To operate the on-call system and remove students from lessons who have had a final warning or who have committed an act of gross misconduct and supervise as required.
- To participate in routine classroom and corridor patrols ensuring students are in lessons and there are no instances of poor behaviour around the school site.
- To carry out investigations of incidents arising from on-call duty, taking statements from students as appropriate, responding to staff accounts of incidents
- To understand and implement the school's Behaviour Policy including issuing rewards and sanctions within the school's policies and procedures
- Establish positive relationships with students, acting as a role model and responding to the needs of each individual student
- To supervise students during break and lunchtimes as directed by line manager.
- To supervise students in detentions ensuring that appropriate routines and boundaries are in place
- To establish positive and constructive relationships with parents and families and participate in meetings and feedback sessions as directed
- To report any incidents of unacceptable behaviour or issues of concern to the appropriate members of staff
- To support the Leadership Team in managing external exclusion cases arising from on-call incidents, liaising closely with Vice Principals, Assistant Principals and other relevant staff

- To report any welfare and / or child protection as per school policies and procedures.
- To deal with any immediate problems or emergencies according to the school's policies and procedures
- To support and manage the Isolation room on a day to day basis: ensuring that at all times there is a supervised, quiet orderly working atmosphere.
- To assist in escorting students on educational visits and to participate in extra-curricular activities as required

#### General responsibilities and objectives

- To work within the academy framework with regard to Health and Safety
- To promote equal opportunities in the Academy
- To actively promote the aims and ethos of the Federation / Academy
- To support the Academy's commitment to the continued professional learning of all staff
- To undertake any additional duties as may reasonably required by the CEO or Principal

Please note

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training. If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

The ideal candidate would be an experienced ex-regular SNCO preferably from a training background with stores experience. They would possess the ability to engage and inspire our cadets in the APC syllabus whilst ensuring that all of our systems and procedures are safe and compliant.

#### Time Allocation (CCF)

- The CCF is looking for an individual who can commit to three days per week. Tuesday and Thursday, with the third day of the working week which can be flexible. Being available at the stores during school morning and lunch break.
- SSI CCF: Thursday parades (weekly) and weekends (where required).  
Field Days, (When required).  
Cadet Competitions when they arise  
Camps - Army section summer Camp.

#### Hours of work

3 days a week (60%) – all allocated time for CCF with 1.5 days pastoral and .5 day DoE support

The successful candidate is expected to be flexible and work with the School to ensure that all essential tasks are completed before departing. Some weekend working will be required for the CCF SSI. 51 Days Voluntary Allowance from the MOD is also applicable.

## Person specification

Criteria
Knowledge/skills
<ul style="list-style-type: none"><li>• Can motivate students at all levels of ability, thus ensuring that all students fully access curriculum and be successful</li></ul>
<ul style="list-style-type: none"><li>• Is committed to students pastoral development</li></ul>
<ul style="list-style-type: none"><li>• Will play a full and active role in the wider development of the Academy</li></ul>
Experience
<ul style="list-style-type: none"><li>• ex or serving NCO / Officer of the regular, reserve or cadet forces</li></ul>
Personal characteristics/other requirements
<ul style="list-style-type: none"><li>• Is a 'can do' person who works positively and collaboratively</li></ul>
<ul style="list-style-type: none"><li>• Ability to inspire young people and possession of a good sense of humour</li></ul>
<ul style="list-style-type: none"><li>• Is a strong team player and strives for excellence in all aspects of work</li></ul>

Haberdashers' Aske's Federatiuon is committed to safeguarding and promoting the welfare of children, therefore before a permanent appointment is made Child Protection screening, checks with past employers and an enhanced disclosure through the Disclosure and Barring Service must be satisfactorily completed.