



**Combined
Cadet Force**



CCF Job Description

School Staff Instructor

The School Staff Instructor (SSI) is a key CCF staff member whose principal role is to provide the liaison between the Contingent and CCF Stakeholders. The SSI role is central to the smooth and efficient running of the Contingent and the development of the leadership potential of Cadets. There is an expectation that the SSI will take a lead role in supporting the Contingent Commander, CCF Officers and Cadets helping to develop the future direction of the CCF.

In all aspects of the job relating to CCF activities the SSI is answerable to the Contingent Commander/Principal and will be responsible for promoting the safeguarding and welfare of the children and young people for whom s/he is responsible, or with whom s/he comes into contact. S/he will adhere to and ensure compliance with Baxter College Child Protection Policy at all times. If in the course of carrying out the duties of the post the SSI (CCF) becomes aware of any actual or potential risks to the safety or welfare of Baxter College students, s/he must report any concerns to school's Designated Safeguarding Lead or to the Principal.

An enhanced DBS disclosure and MOD security clearance is an essential requirement for this post. Applicants must have the ability to support pupils/respond to parents through fluent and accurately spoken English.

The following requirements, whilst being comprehensive, are not exhaustive and may be amended by agreement between the Contingent Commander/Principal and the SSI.

KEY RESPONSIBILITIES

SAFETY

Be conversant with all safety regulations as laid down in CCF documentation, and by MOD Health and Safety authorities to ensure that the correct standards are maintained in all aspects of training. Produce written instructions for all training activities including ranges and exercises. Maintain current first aid qualification, attending refresher courses as required. Maintain all other professional qualifications pertaining to the role.

BUILDINGS

Liaise with safety inspectors and implement requirements following regular range inspections. Be responsible for the maintenance of areas of the school building in CCF use through the various authorities, SERFCA, MOD and school Health and Safety and Site Team.

INSPECTIONS

Prepare for, and be in attendance for all periodic inspections as follows:

Biennial Inspection (AAIR)

Equipment Care Inspections (ECI)

Mandatory Equipment Inspection (MEI)

Ammunition inspection



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OFFICER TRAINING, RECRUITMENT AND RETENTION

Maintain comprehensive P-Files (Personal Files) for all officers on strength.

Liaise with CCF HQ regarding all aspects of CCF personnel and administration.

Arrange for delivery of commissioning papers for new officers, and assist in completion and submission.

Arrange security vetting.

Advise on officer training courses.

Apply for and arrange loading on Westminster database of officers on qualification courses e.g. CCF Basic Course, AT training, first aid etc.

Update Cadet Force databases, namely Westminster and Bader with changes to officers' status. Indent for supply of officer uniform.

DATABASES

Baxter College MIS (Arbor):

- Use Arbor to obtain cadet records, administrate events and record attendance as required.
- Write and input termly reports on cadets' performance.
- Close liaison with the Data Analyst will be needed for records to be maintained accurately.

Westminster, Cadet Database: -

- Maintain up to date records of CCF officers, to include length of service, courses undertaken, promotions, qualifications and any other relevant details.
- Maintain officers' pay records.
- Manage cadet records (ensure all data is complete and up to date)
- Complete weekly parade registers.

MEETINGS

Attend all contingent officer meetings.

Attend meetings at brigade, training area allocation conferences etc. as required.

TRAINING

Maintain discipline within the contingent.

Support and assist Army Sections and recruit platoons with any training or activities when help is required.

Monitor training to ensure completeness and compliance with MOD directives and safety.

Parade Days:

- Assist with the planning and preparation of the relevant training programmes.
- Maintain a high standard of turnout and discipline.
- Ensure NCOs carry out designated tasks.
- Teach specific subject periods when required.
- Be available for evening and/or weekend training sessions as required.
- Ensure the quality of instruction by officers and cadet NCOs.

Cadet NCOs:

- Maintain good working relationships with all NCOs, particularly the Senior NCOs of each section. -
- Advise and assist with NCO development and maintenance of standards of instruction and leadership.

Weapon Training:

- The planning and supervision of weapon training and testing.
- Issue weapons and ancillaries prior to all weapons training sessions.

Weekend Exercises/Field Days and Camps:

- Attend weekend exercises, Easter and CCF Central Summer camps, term-time field days and occasional training days and parades.
- Plan and write training exercises as required.
- Review content of the weekend training exercises written by the section officers prior to submission to Training Safety Advisor.
- Assist staff with the writing of risk assessments as required.
- Manage the bookings and all aspects of planning for training events including accommodation, transport, feeding and equipment.
- Manage logistics whilst on camps including daily ration returns, use of hired transport, ammunition issue and equipment care.
- Complete Authority to Train requests and submit for approval.
- Procurement of additional stores, including collection and delivery, and local purchase where applicable e.g. rations, ammunition and loan equipment.
- Collect and deliver additional weapons and ancillaries from supporting units in accordance with Security Standing Orders.
- Reconnaissance of training areas and attendance at training area conferences.
- The take over and hand over of training areas and accommodation.
- Compile nominal rolls for all exercises annotated with medical conditions, special needs, dietary requirements etc.
- Write and distribute admin instructions as required.
- Complete paperwork in relation to the usage of training areas.
- Plan and conduct blank firing exercises and range practices in accordance with the rules laid down.
- Inspect and return all ammunition and supporting paperwork.
- Issue loan equipment to cadets and maintain records, ensure swift return on completion of exercises and follow up any late returns.
- Compile a list of charges for any lost equipment owned by the CCF.
- Report any MOD equipment faults.

EQUIPMENT AND STORES

Be responsible for all non-financial accounts including ammunition, clothing and stores.
Order all clothing, rations, ammunition and expendable items using the recognised demand process.
Ensure the correct storage of arms and ammunition, carry out audits and inspections on a weekly or monthly basis as laid down in the relevant MOD publications.
Supervise and record the issue and receipt of stores items.
Organise the maintenance, repair and serviceability of weapons.
Report and record any faults in liaison with RQMS/CQMS CTT.
Organisation and maintenance of CCF stores.
Procurement of CCF locally purchased equipment.

Maintain records of clothing and equipment issued by MOD.
Organise the repair and exchange of clothing and requests for additional clothing.
Be responsible for the storage and issue of training publications and training aids.
Organise purchase of boots and bulk ordering of clothing for new recruits in readiness for start of the school year.
Liaise with school Health and Safety department regarding all aspects of Health and Safety in the CCF stores.

PERSONNEL ADMINISTRATION

Assist with the application and enrolment of new cadets.
Maintain unit nominal roll and update as required.
Check weekly parade registers.
Maintain and update CCF notice boards as required.
Enrol cadets onto external courses, process applications and distribute joining instructions.
Update unit events on the Westminster database.

PASTORAL SUPPORT

Based on the skills of the applicant additional opportunities will be explored, for example:

- Supervision of post 16 students in their study period
- Mentoring students who are underachieving, have poor or are showing negative behaviour
- Supporting external trips and visits including driving transport
- Engagement with parent and community groups
- Supervision in break and lunch duties
- Supervising the inclusion (isolation) room



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HOURS OF WORK

This is a full-time position working 37.5 hours per week, with a half hour unpaid lunch break, Monday to Friday during term time, with additional days for central camp and field days.

REMUNERATION

The salary for this position is £23,866 - £25,463 per annum full time. Actual term time salary is £19,888 - £21,218. In addition, the school's auto-enrolment pension scheme for support staff is with Worcestershire County Council Local Government Pension scheme, whereby the school contributes 14.70% of the employees salary. Any remuneration for additional days and weekend commitments will not be provided by the school, the SSI post can claim up to 51 days Volunteer Allowance at the current MOD daily SSI rate, subject to approved activities.

GENERAL CCF INFORMATION

The Baxter College CCF will form an integral part of the extra-curricular experience offered to our students. It is envisaged that the SSI will play a formative role in establishing the CCF as a major part of the learning and leadership development opportunities offered to students at Baxter College. Students will volunteer for the CCF and the SSI will have a marketing role to develop the contingent to its initial level of 100 learners. There will be an Army cohort in the first instance, but the vision for the contingent is that it will grow to include additional contingents too. Liaison with additional HQs will then form part of the role.

CCF Person Specification
School Staff Instructor

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> ● Full, valid UK driving licence, with the ability to drive minibuses (category D1) or willingness to undertake training to fulfil the requirement 	<ul style="list-style-type: none"> ● SP/RLT climbing Qualifications ● HAZMAT qualifications ● First Aid at Work qualified ● Outdoors activity qualifications (e.g. RYA safety boat/BCU level 1 coach/ML Summer, etc.) ● SA07(M) or Equivalent ● KGV1 Course at CTC ● SA(90)B Range Qualification ● SAA - Train and Weapon Test Cadets
Skills and Knowledge	<ul style="list-style-type: none"> ● Be computer literate – word, email, excel ● Have good administration skills – ability to control accounts, book transport and courses ● Have an awareness of Health and Safety ● Knowledge of the Cadet forces ethos and a desire to support, encourage and develop cadets ● Ability to prioritise ● Ability to work on own initiative or under pressure ● Good communication skills, written and oral 	<ul style="list-style-type: none"> ● Be familiar with and ability to use the Westminster MOD Database ● Have good contacts with the services ● CQMS qualification or store ACCT experience desired ● Have an awareness of Health and Safety in a CCF environment ● Ability to liaise proactively and positively to develop close relations between other local community-based cadet units and Baxter College CCF
Experience	<ul style="list-style-type: none"> ● Hold senior rank in the Armed Forces (Regular, Reserve or Cadet Forces) -SNCO or Warrant Officer status ● Previous experience with Cadets or young people ● A proven record of administration, preferably in a training environment 	<ul style="list-style-type: none"> ● Experience of working with the UK cadet forces ● Knowledge and understanding of the aims and ethos of the CCF
Personal competencies and qualities	<ul style="list-style-type: none"> ● Willingness to take on further responsibilities in the overall management of the CCF ● Willingness to attend further training and development courses as detailed by the Contingent Commander and CCF Stakeholders ● Smart, presentable and a mature, responsible approach. Calmness under pressure ● Enthusiastic with a confident, friendly manner ● Discreet and confidential ● Self-motivating and the ability to work independently ● Mentally and physically fit ● Reliable and prepared to work long, sometimes odd flexible hours including weekends and week-long camps away from home ● Knowledge of the cadet forces ethos and desire to support, encourage and develop cadets ● Good time management/organisational skills 	<ul style="list-style-type: none"> ● A good sense of humour and an ability to reflect on current practice in order to improve