

Job Description

Post:	School Staff Instructor (SSI)
Department:	CCF
Responsible to:	Contingent Commander
Terms:	All year round, Permanent
Hours:	1 day per week (7.5 hours) as part of full time caretaking (though the caretaking role and the hours to be worked are negotiable)

Safeguarding *Essa Foundation Academies Trust and all its schools and academies are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*

Main Duties

CCF

In all aspects of the job relating to CCF activities, the SSI is answerable to the Contingent Commander. The SSI is to provide the liaison between the contingent and HQ North West, including the Cadet Training Team (CTT). The following requirements, whilst being comprehensive, are not exhaustive and may be amended by agreement between the Contingent Commander and the SSI.

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.

Security

- Attend a Unit Security Officers course as required and be responsible for the security of weapons, ammunition and CCF property.
- Liaison with MOD security officers, the local police, the security alarm monitoring company, alarm contractor and be on call for alarm response to attend site.
- The SSI must comply with the requirements for security as laid down in the relevant MOD publications.

Buildings

- Be responsible for the maintenance of any CCF through the various authorities, SERFCA, MOD and school Health and Safety and Maintenance department.

Inspections

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

- ◆ Biennial Inspection
- ◆ Equipment Care Inspections (ECI)
- ◆ Mandatory Equipment Inspection (MEI)
- ◆ Portable Appliance Testing (PAT)
- ◆ Unit fire inspection
- ◆ Unit security inspection
- ◆ Alarm testing
- ◆ Electrical installation inspection

Database

SIMS

- Use SIMS to obtain cadet records, administrate events and record attendance as required.
- Write regular reports on cadets' performance.

Cadet Databases:

- 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 CTT, CTC Frimley, Brigade, training area allocation conferences etc. as required.

Training

- Maintain discipline within the contingent.
- Support and assist ESSA Army
- Contingent with 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, RAMS and EAMS etc. as required.
- Manage the bookings and all aspects of planning for training events including accommodation, transport, feeding and equipment care.
- 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 and ranges.
- 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.
- 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 and 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 the start of the school year.
- Liaise with school Health and Safety department regarding all aspects of Health and Safety in the CFF stores.
- Produce and update standing orders pertaining to the stores, arms and ammunition stores and range.

Customer Care

- To continually review, develop and improve systems, processes and services in support of the Academy's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Develop oneself and others

- To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan.
- To be ready to share learning with others.

Valuing Diversity

- To accept everyone has a right to his or her distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back to the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

Generic Requirements

- It is a requirement of all posts within the Trust that Health and Safety requirements are upheld in the performance of all duties.
- All employees of the Trust are required to uphold the Equality and Diversity Policy and the Trust's Code of Conduct.
- All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies.
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- All staff will ensure that they are aware of and work within the requirements of all Every Child Matters policies, seeking clarity from a member of Senior Leadership if necessary.
- All staff are expected to uphold all Personnel related policies.

This job description is subject to change.

Employee Name

Date

Person Specification

Post: Volunteer School Staff Instructor
Department: CCF
Responsible to: Contingent Commander
Responsible for: Cadet Force Delivery

		Essential	Desirable
Qualifications and Training		✓	✓
1.	Qualified as an ECO		✓
2.	SAA Instructor		✓
3.	HAZMAT, AT or Range qualifications		✓
4.	First aid qualification		✓
Skills, Knowledge and Experience			
5.	RQMS/CQMS or equivalent experience		✓
6.	Knowledge of the cadet forces ethos and a desire to support, encourage and develop cadets.	✓	
7.	An ex-regular or reservist	✓	
8.	Good time management and organisational skills	✓	
9.	Ability to work independently and under pressure	✓	
10.	Be prepared to work long, sometimes odd flexible hours when on weekends and camps away from home	✓	
11.	Hold a full UK moira driving licence	✓	
12.	Minibus driver		✓

13.	IT literate	✓	
Personal Attributes			
14.	Ability to promote a positive ethos and role model positive attributes	✓	
15.	Effective team player	✓	
16.	Sensitive to the needs of others	✓	
Valuing Diversity			
17.	Listen, support and monitor the diverse contributions made to service development without prejudice.	✓	
18.	Challenge behaviours and processes, which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.	✓	
Customer Care			
19.	Listen and respond to children/young peoples needs, seek out innovative ways of consulting and engaging them. Network with others to develop services for the benefit of the children/young people.	✓	
Developing Self and Others			

20.	Coach and mentor others. Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Apply a range of development activities to develop and train staff. Endorse the principles of Investor in People. Strives for improvement and take responsibility for own development. Be self-confident and lead by example.	✓	
Work Related Circumstances			
21.	<i>Essa Foundation Academies Trust and all its schools and academies are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.</i>	✓	