

**MATRIX ACADEMY TRUST**  
**Job Description – School Staff Instructor**

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| Arrangement | Full time – 37 Hours Evenings and Weekends as required<br>All year round (including school holidays)<br>21 days holiday + 9 bank holidays (holiday out of term time only)<br>Expectation to attend Summer Camp and Weekends  |
| Salary      | £24,000<br>Opportunity to claim up to 51 paid training days, at the current MOD SSI rate.  |
| Reports to: | Assistant Headteacher and Headteacher  |
| Role        | <ul style="list-style-type: none"> <li>• The School Staff Instructor will play a key role in the leading, developing and expansion of our new RAF Cadet Force into an outstanding cadet unit.</li> <li>• As a central role in overseeing the efficient running of the contingent, the School Staff Instructor will plan, support planning and assist with training/instruction to the RAF Cadet Unit staff and cadets</li> <li>• To provide support as directed in developing resilience for ‘hard to reach pupils’</li> </ul>   |
| Main Duties | <ul style="list-style-type: none"> <li>• To support the Contingent Commander in running the RAF Cadet Unit</li> <li>• To provide administration for the RAF Cadet Unit</li> <li>• To organise and deliver military training to the RAF Cadet Unit</li> <li>• Support motivation of staff and cadets to develop their own military and adventurous training skills</li> <li>• Organise appropriate training and keeping records on individuals</li> <li>• To use the national cadet database (Westminster and Bader) to coordinate and plan consistent progress across all aspects of the training process</li> <li>• Maintaining environments and equipment in accordance with Joint Services Publication 313 and 814</li> <li>• Carrying out general administration and maintenance duties, ensuring the efficient day to day running of the RAF Cadet Unit</li> <li>• Take an active role in raising aspirations of young people through mentoring sessions with pupils.</li> <li>• To support the work of the school pastoral House teams</li> </ul> <p><u>Equipment and administration</u></p> <ul style="list-style-type: none"> <li>• Responsibility for the issue, care, maintenance and accountability of all Ministry of Defence and RAF Cadet Unit equipment</li> <li>• Action all correspondence, emails and telephone calls and act as the main point of contact in the absence of the Contingent Commander</li> <li>• In liaison with the Contingent Commander, process claims for volunteer allowance for Cadet Force Adult Volunteers</li> <li>• Process applications for Cadet Force Adult Volunteers and Cadets to attend military and Cadet Adventurous Training Courses</li> <li>• Act as liaison with sponsor unit and the Cadet Training Team</li> <li>• Actively promote and support the RAF Cadet Unit in school and the wider community</li> </ul> |

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|                           | <p><u>Security:</u></p> <ul style="list-style-type: none"> <li>• Maintain weapon and ammunition accounting, physical security issues and serviceability</li> <li>• Be responsible for conduct of Equipment Care and Mandatory Equipment Inspections as required</li> <li>• Maintain records and supervise the issue and return of weapons and ammunition</li> <li>• Act as Unit Security Officer</li> <li>• Brief Headteacher and Cadet Force Adult Volunteers on current threats and Ministry of Defence policy regarding security</li> <li>• Conduct the annual Establishment Security Self-Assessment with the Contingent Commander</li> </ul> <p><u>Training:</u></p> <ul style="list-style-type: none"> <li>• Support Cadet Force Adult Volunteers for their Officer's Initial courses at Service Headquarters</li> <li>• Prepare Cadet Force Adult Volunteers for courses</li> <li>• Prepare cadets for training courses where appropriate</li> <li>• Provide opportunities for cadets to take part in RAF Cadet Unit and shooting competitions.</li> <li>• Assist with the production and implementation of training programmes for the RAF Cadet Unit</li> <li>• Attend and take a leading role in RAF Adventurous Training Camps</li> <li>• Process military paperwork and liaise with service Headquarters, attend miscellaneous RAF Cadet Unit training events as and when required</li> <li>• With the Contingent Commander, prepare the Contingent for its Annual Review and Biennial Inspection events and other public parades such as Remembrance Day</li> </ul> <p><u>Annual/Biennial/Administration Inspections:</u></p> <ul style="list-style-type: none"> <li>• Assist the Contingent Commander in development and delivery of Annual Review and Biennial Inspection Parades</li> <li>• Assist Cadet Force Adult Volunteers in preparing for annual administrative inspections by Service Headquarters</li> <li>• Maintain records and logs as appropriate for all types of inspections</li> </ul> |
| <p>Additional Duties:</p> | <ul style="list-style-type: none"> <li>• To play a full part in the life of the school community and to support its distinctive mission and ethos.</li> <li>• To encourage pupils to follow this example.</li> <li>• To actively support school policies.</li> <li>• Any other duties as directed by the Headteacher</li> </ul>  |