**The Khalsa Academy Wolverhampton**

**Job description**

**Job Title:** School Staff Instructor (SSI)/ Pastoral Officer

**Salary:** £25,000

**Accountable to**: Combined Cadet Force Contingent Commander/ AP for Pastoral

The opportunity to serve as School Staff Instructor (SSI) at The Khalsa Academy Wolverhampton (TKAW) has come about due to the MoD Cadet Expansion Scheme. TKAW’s CCF-RAF contingent launched in September 2019 in partnership with another local unit. In September 2020 we will be an independent unit, standing alone.

TKAW is seeking a suitably experienced and highly enthusiastic person with excellent administrative skills to take on the role of School Staff Instructor (SSI). This permanent full-time role will involve the equivalent of **2.5 days per week** on CCF organisation and **2.5 days** to undertake further roles and responsibilities within the Academy based in the Pastoral department and including leading our Duke of Edinburgh cohort.

The Khalsa Academy Wolverhampton is an 11-19 Secondary Academy and one of the best providers of STEM, Digital and Computer Science for schools nationally, being well respected in the Computers and Schools network.

TKAW has grown steadily over the 5 years since it opened under an exceptional leadership team into a vibrant learning community.

Contingent parades will take place on **Tuesdays** as part of the **enrichment** programme from 3pm – 4.15pm. Cadets will be expected to take part in RAF Training curriculum, including Part 1, part 2, Leadership and Management courses, Airmanship, Map reading, Rifle and weapons training and preparations for adventurous training and flying opportunities as they arise. This is not an exhaustive list and can be reviewed depending on the skillset of the successful applicant.

Whilst responsible to the Contingent Commander and Principal, the nature of the role is such that the SSI is afforded a great deal of autonomy in their working day. We are seeking an individual who can put that autonomy to productive use and apply their skills to help deliver and expand an exciting training programme for students aged 14-19.

As well as taking on the role of SSI there will be specific responsibilities for supporting the academy dependent upon the successful candidate’s skillset and through negotiation. The role will be divided into **2.5 days per week** on SSI duties and the **remaining 2.5 on Academy support**.

We are looking for a colleague with significant experience of military activities, administration, values and standards gained through the Regular, Reserve or Cadet Forces at the rank of Commissioned officer or SNCO. The successful candidate will also be someone who can demonstrate the highest levels of integrity, honesty, enthusiasm and good judgement and who can balance the standards, conventions and regulations of the Armed Forces with those of a thriving and dynamic engineering academy.

Thank you for expressing an interest in the post of School Staff Instructor and Pastoral Officer. The details of which are below.

**Purpose**

The SSI will act as the main point of contact (during specific allocated time periods) for the cadets within school. During this time, and in consultation with the Contingent Commander, they will provide logistical and organisational support for the unit by assisting in the preparation of an ongoing training programme and the provision of exercises and camps throughout the year.

**Key Duties and Responsibilities**

*Administration:*

* Maintaining records on security, training, officers and cadets, transport requisitions, rations, ammunition, weapons, clothing and equipment.
* Managing the CCF clothing store, issue and exchanges, ordering new clothing, disposals, cleaning and maintaining.
* When installed, management of the School's armoury, weapon and ammunition accounting, issue and receipt and serviceability of weapons and related ancillaries.
* Ensuring that all health and safety protocols are in place and are observed.
* Managing the inspection cycle for CCF officer qualifications checks, cadet training, security reviews, ammunition holdings, weapon holdings, clothing and equipment holdings and issue,
* administration records and the biennial review programme with the Officer Commanding.
* Liaising with the sponsoring unit.
* Liaising with Cadet Training Team and RPOC Bde Cadets Branch
* Maintaining a library of pamphlets and publications, ensuring that training manuals are up to date.
* Liaising with other local school CCFs with regards the use of weapons and ammunition.
* Maintaining and updating records of cadets and officers as appropriate.
* Booking exercise areas and the relevant camps in conjunction with the CCF Officer Commanding (OC).
* Any other tasks as required by OC CCF and/or the Principal.

*Security:*

* Administration of contingent security standing orders with the Officer Commanding (OC).
* Weapons and ammunitions issue, usage and returns and maintain accurate logs.
* Acting as the Unit Security Officer with the OC.
* Security of the CCF office and related stores.
* Officers' vetting in conjunction with the OC.
* Armoury security, liaising with alarm system engineers, secondary point of contact for alarm activation and liaising with Police and other external authorities as and when required.
* Management of the weapon check log and assets register.
* Conducting an annual establishment security self-assessment with the OC.
* Any other tasks as required by OC CCF and/or the Principal

*Training:*

* Preparation of officers for officer basic and advance training courses.
* Preparation for other courses for officers such as range management qualifications.
* Preparation of cadets for training courses.
* Support Contingent weekly training.
* Training and Development of Cadets as per the CCF Syllabus
* Selection and preparation of cadets intending to become NCOs.
* Liaising and briefing with NCOs on instruction matters within the CCF unit.
* Assisting with the production and implementation ion of training programmes
* Organising and participating in training activities for Parade Nights, Field Days, Easter Camp, Summer Camp and Visits.
* Assisting with training and safety on expeditions and school trips that involve any element of adventurous training and activity.
* Any other tasks as required by OC CCF and/or the Principal.

**PASTORAL OFFICER**

**Purpose**

To provide support and guidance to young people and those engaged with them, by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve their potential.

**Key Duties and Responsibilities:**

To support the Pastoral Team in managing student behaviour and provides any necessary support and intervention to ensure students are supported and parents/carers are informed

* Making a significant contribution for the academy on issues of behaviour and attendance, promote a whole academy approach in developing and implementing policies and procedures to overcome obstacles to learning and improve participation in learning and academy life.
* To provide a safe and friendly environment where students are able to come and discuss concerns and where emotional and educational needs can be met
* Liaise with teaching and support staff to provide particular support for targeted students to raise achievement and attendance and help them to overcome barriers to learning
* To work closely with the RSL’s and Assistant Principal to support them in providing the highest standards of pastoral care. Identify the needs and assess those students requiring extra support and develop individual action plans for targeted students and work with vulnerable groups
* Work with parents / carers regularly, to help address underachievement, attendance and/or behavior. Meet with parents / carers to keep them informed and to secure positive family engagement
* Develop and maintain partnerships with external agencies/organisations to set up resources/initiatives to help address barriers to learning.
* Enforce and monitor academy standards
* Actively supporting the positive reputation of the academy and the community, such as liaising with; local residents and ensuring our students are ambassadors for the academy
* Work with students and staff to prepare relevant documents and statements relating to specific incidents that can be presented to other members of the academy, in a clear and concise fashion.
* Provide extra support to students through a good knowledge of a range of activities and opportunities available to them.

Establish and maintain a high profile across the academy using a range of proactive strategies to support positive behavior.

* To ensure the highest standards of student behaviour and well-being of all students in the Academy in years 7 - 13
* Work alongside parents in helping them to support the work of the Academy in improving individual students behaviour and ensuring that there are effective lines of communication operating between home and the Academy
* Provide information and advice to enable students to make choices about their own learning/behaviour and attendance and the consequences of their actions
* Mentor and support students in their learning, support positive behaviour and encourage positive attitudes
* Support lunchtime staff in managing student behaviour during lunch break and undertake lunch and break duties as requested
* Be a visible presence around the Academy to enforce the TKAW Values both in and out of the classroom
* Provide First Aid as required
* Provide a positive role model through a commitment to high standards and smart appearance
* Assist in the organisation of Academy trips and visits as required

**Lead on delivery of the Duke of Edinburgh Award:**

**Summary and main purpose**

The Duke of Edinburgh’s Award (DofE) is a UK charity that makes a difference to young people’s lives and prepares them for life and work. Over 275,000 young people per year from every possible background take part in the DofE programme to broaden their horizons, develop their leadership skills, learn to work with others, volunteer in their local communities, increase their employability, and prove to themselves they can succeed at a serious challenge.

DofE Leaders perform a vital role on behalf of the Charity and the Licensed Organisation. They are the adult who is responsible for a DofE group. They lead, guide and support young people, agree their programme choices and sign off young people’s sections and approve their eDofE evidence.

**The key Duties and tasks of the role are to:**

KT1. Ensure the delivery of high quality programmes to young people in the DofE

group.

KT2. Manage the provision of a safe and enjoyable DofE programme for

participants in the DofE group.

KT3. Support participants to decide on their programme choices and set their

timescales and goals.

KT4. Regularly encourage participation in chosen activities by participants.

KT5. Support expedition team(s) with their expedition planning and arrange for the

team(s) to be trained in all of the required areas.

KT6. Encourage the use of eDofE by participants, regularly approve uploaded

evidence and agree the completion of sections.

KT7. Celebrate achievements as often as possible.

**Licensed Organisation**

KT8. Keep in regular contact with the DofE Co-ordinator and/or DofE Manager.

KT9. Respond to requests from the Licensed Organisation in a timely manner.

**General**

KT10. Regularly communicate with parents/guardians about DofE group

plans/meetings etc.

KT11. Use eDofE to measure the performance of the DofE group and to keep

abreast of participation.

**Other considerations:**

DofE Leaders must undertake the e-induction and Introduction to the DofE courses.

Further training may be undertaken by completing the DofE Leadership Programme

**General Matters**

Any other duties as deemed reasonable and necessary by the Principal and/or Assistant Principal

To play a full part in the life of the academy community, to support the academy ethos and to encourage staff and students to follow this example

To actively promote academy policies

To continue professional development as agreed

To actively engage in the appraisal and professional development process

To carry out any other duties which may be reasonably regarded as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Condition of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder and will be reviewed annually as part of the Academy Appraisal process.

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for who s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the Academy’s Safeguarding and Child Protection Policy at all times. If in the course of carrying out the duties of the role, the Post holder becomes aware of any actual or potential risks to the safety or welfare of children in the academy s/he must report any concerns to the Academy’s Designated Safeguarding Lead and Principal.