



JOB DESCRIPTION

Post: School Staff Instructor for a RAF Cadets Unit & Duke of Edinburgh Award Co-Ordinator

School: Central Foundation Boys' School

Responsible to: Senior Leader

Contract: part-time, 3 days a week (including occasional weekends and school holidays), term time only; for a fixed term until 31st July 2019 in the first instance

Salary: full-time equivalent of the salary is £30,012pa – £31,764pa (grade S01, points 29 – 31) depending on experience; actual pro-rata salary is £15,540 - £16,447pa; volunteer allowance of 51 days for other activities (on weekends and school holidays) of £68.49 per day

Hours: 9am to 5pm, with the expectation to use the volunteer allowance during school holidays and weekends to lead expeditions.

Purpose:

To enrich the life and education of the students through developing and leading the outdoor education programmes of Air Cadets and Duke of Edinburgh to successful outcomes.

Responsibilities:

- To lead on recruitment of students for the programmes including promoting the programmes in assemblies and communicating with parents; to update the students' peer group on their progress.
- Running regular student progress meetings with those enrolled on the programmes.
- To lead on the school's Duke of Edinburgh provision, including the promotion, tracking and achievement of students.
- To maintain the administration of the Air Cadets, including Westminster and Bader as well as school administration.
- To coordinate and organise attendance of all relevant personnel on training courses and to ensure they are up-to-date with all safeguarding and CCF specific legislation.
- Maintain the school's standards of behaviour and uniform within the Air Cadet cohort.
- Plan, administer and deliver effective weekly training and Cadets parades for the cohort.
- Liaise with military units in order to create and develop good relationships with them in order to allow for a greater experience of the school's Cadets.
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- To maintain the school's standards of behaviour and uniform within the Air Cadet cohort.
- To liaise with military units in order to create and develop good relationships with them in order to allow for a greater experience of the school's Cadets.

- To lead on the preparation for as well as running of and participating in the School's annual ski trip abroad.
- To monitor student attendance and act on poor attendance within the programmes.
- To follow the school's policy in respect of safeguarding and child protection and ensure the health and safety of the students.
- To plan, staff and organise a calendar of activities, expeditions and events for the cohort.
- Liaise with external partners and mentors to ensure the smooth running of both programmes.
- To manage the budget, income and expenditure of the programmes.
- Other responsibilities that would benefit the school, including supervision of students in after school activities.

These duties may be varied at the reasonable discretion of the Headteacher.

Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An enhanced criminal record check will be carried out prior to confirming an offer of appointment.

PERSON SPECIFICATION



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SELECTION CRITERIA

Essential

- To have experience of working with cadets.
- To have experience of leading or taking part in expeditions involving young people.
- To hold a valid UK driving licence and ability or willingness to learn to drive a minibus.
- To have excellent written and spoken communication skills.
- To have excellent administration skills, including meeting deadlines and budgeting.
- To have military qualifications including, HAZMAT, Exercise Conducting Officer (ECO), Skill at Arms Instructor, Range Management Qualifications or equivalents or be willing to undertake such training courses.
- To have previous Military service (regular or reserve or cadet forces) in one of the three Armed Services.
- To be computer literate including experience of Cadet Force Management Information Systems (WESTMINSTER/BADER).

Desirable

- First Aid trained.
- Qualifications including SP/RLT climbing, HAZMAT, SA07(M), KGVI, SA(90)B, SAA, or equivalents.
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- Experience of store keeping.
- Familiarity with Westminster and Bader databases.
- Experience of transport requisition and control (Motor Transport (MT) duties).
- Experience of running DofE programmes.
- Staff or volunteer management.

Personal Qualities

- Enthusiasm, willingness, conscientiousness and flexibility.
- Patience.
- Discretion and confidentiality.
- Excellent organisational ability.
- Commitment.
- Ability to motivate young people
- Ability to build, maintain and facilitate effective working relationships with a wide range of people.
- Empathy with young people.
- The ability to think and work quickly and calmly whilst under pressure.
- Good oral, written communication and numeracy skills.
- Team worker.
- Ability to work on own initiative but know when to seek advice.
- Ability to prioritise and meet deadlines.

- Commitment to equality and inclusion.

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