



Blessed John Henry

Newman RC College

JOB DESCRIPTION

JOB TITLE	CCF Administrator and School Staff Instructor/Essential Life Skills Officer
DEPARTMENT	Pupil Support Faculty
GRADE	Grade 4
HOURS	36.6 hours/week, Term Time Only + 2 weeks

This document outlines the roles and responsibilities of the new position at Newman RC College of Combined Cadet Force (CCF) Administrator and School Staff Instructor/Essential Life Skills Officer. Ideally this position is for a person from a Cadet or youth background who, through previous experience and training, will play a key role in maintaining the high standards of the Combined Cadet Force (CCF) and support in the leadership of The Duke of Edinburgh's award. They will facilitate and provide opportunities for young people to also take part in the wider life skills opportunities that the college seeks, either working with target groups or offering voluntary sessions.

Generic Principle Responsibilities:

- Endeavour to maintain and develop the Roman Catholic character of the school in accordance with the directions given by the School Governors and subject thereto to those given by the Headteacher.
- Play a major role in supporting the essential business of Newman RC College in providing an education for the whole child and fostering in and through a Catholic atmosphere those qualities which will enable each individual to live happily and develop fully his or her intellectual, moral, physical, social, emotional and spiritual qualities.
- Support the enhancement of the student CV and the development of 'the whole child' in line with Catholic educational mission. The specific focus for students in addition to the Catholic values that the CCF would aim to instill would be grit, resilience, character development, service to others and confidence.
- Work with target students, particularly those from disadvantaged backgrounds to raise participation, aspiration and academic performance through wider essential life skills.

Accountability:

The **School Staff Instructor (SSI)** will be directly accountable for the progress of the CCF cadet unit as well as targets set out under 'Essential life Skills' programme and 'Opportunity Area funding.' They will

report to their line manager and will be monitored and evaluated on their impact. They will be specifically responsible to:

- Raise standards of student progress in the cadet syllabus and support students identified as requiring support both in class and via extracurricular opportunity.
- Ensure the provision of effective strategies for monitoring, mentoring and intervention to support student academic progression and address underachievement of students.
- Track the progress of students and target groups to measurable impact.
- Plan and deliver high quality instruction.

Principle responsibilities of the post:

Leadership and Management:

- Attend all line management and area of provision meetings as required.
- Meet regularly with the line manager for the area of provision as required by the Headteacher.
- Ensure communication is upheld with all members of the faculty and/or department.
- Support school partnerships with all CCF related external contacts including civilian and MOD networks.
- Contribute to a cooperative team who understand their responsibilities and are consistent in the practice of school policies and procedures.
- Contribute to school liaison and marketing activities and the effective promotion of the school, CCF and faculty at all events.
- Attend all CPL, as required, including; internal training, mandatory skills training, Frimley Park courses and CTT.
- Attend the Easter and summer annual camp and complete all pre and post administration for this.
- Maintaining the environment and equipment to a standard that facilitates the efficient training of individuals in the CCF.
- Carrying out general administration and maintenance duties, ensuring the efficient day to day running of the CCF.

Quality of Instruction:

- Adhere to professional duties for purposes of school self-evaluation, i.e. assessment, recording, reporting of progress.
- Adhere to the school CCF policy and any related Joint Services Publications (JSP).
- Comply with school assessment, recording and reporting policy.
- Use instructional methods in line with CCF courses with whole classes, groups and individuals that ensure that students are engaged and stimulated; that instructional objectives are met; that momentum and challenge are maintained and best use made of instructional time.
- Follow college H&S and JSP requirements in the delivery of, or facilitation of activities.
- Take account of the needs of all students, including the most and least able.
- Monitor students' progress, providing constructive oral and where appropriate written feedback and setting targets for students' progress. Work to secure progress towards targets.

Curriculum and Syllabus development:

- Take such part as may be required of him/her in the review, development and management of activities relating to the curriculum.
- Ensure delivery of cross-curricular initiatives.
- Contribute to the realisation of the school curriculum vision and priorities.
- Keep up to date with syllabus development, including: locally and nationally.
- Contribute towards the development of the department as requested by the Line Manager.

Administration:

- Action all correspondence: emails, telephone calls and letters etc.
- Prepare for and carry out the inspection cycle required throughout the year
- Maintain all of the unit records ranging from security to health and safety.
- Liaise with key external partners.
- Check and maintain Contingent Security Standing Orders and all matters concerning security.
- Monitor and collate visit consent and handling of money or receipts

Training

- Recruitment and retention of cadets through the School CCF Policy & Handbook
- Preparation of CFAVs and cadets for courses
- Organisation and participation in training activities for: Parade Nights, Field Days, Easter Camp, Summer Camp, Visits, Remembrance Events etc. Including Evolve.
- Support cadets through the BTEC and update necessary records

Public Relations

- Update contributions to CCF website
- School newsletter and website
- Displays in and around school
- School assemblies and parent information evenings

The Duke of Edinburgh's Award & Adventure Training

- Recruitment of students into the DofE
- Planning and attending DofE training events and completing necessary Evolve documentation
- Maintaining DofE equipment and ordering new equipment when required to
- Plan and attend DofE presentation evenings and parent information evenings and assemblies as required

Essential Life Skills

- Facilitate external or internal opportunities for extracurricular events
- Ensure accurate and timely reporting of 'Opportunity area' data as required.
- Offer a varied and inclusive programme to raise the aspirations and academic performance of students, with a particular emphasis on disadvantaged students.

Behaviour for Learning:

- Follow the school Behaviour for Learning policy, including interrogation of BfL data.
- Employ effective strategies to support a positive climate for learning in line with college expectations.
- Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused instruction and through positive and productive relationships.

STANDARD DUTIES

- To actively promote the equalities and diversity agenda in the workplace and in service delivery.
- To be familiar with customer care and Health and Safety policies of the school.
- Improve one's own practice through training observation, evaluation and discussion with colleagues. Recognise one's own strengths and areas of expertise and use these to advise and support others.

- Keep abreast of current developments in your area networking with colleagues and professional associations.
- Attend and participate in meetings within the school as required.
- Contribute to the overall work and ethos of the school and contribute to the promotion of the school through marketing e.g. open evenings and media publications
- Appreciate and support the role of other people in the team.
- Work flexibly and undertake other duties of an equivalent nature that may be required by the Headteacher.
- To be a qualified First Aider

CONTACTS

Pupils, staff, parents, governors, external agencies and visitors.

RELATIONSHIP TO OTHER POSTS

Responsible to:

C. Perkin Assistant Headteacher
D. Hewitt Contingent Commander

	DATE	NAME	POST TITLE
PREPARED	12/06/2018	Glyn Potts	Deputy Headteacher
REVIEWED			
REVIEWED			