

SCHOOL STAFF INSTRUCTOR (SSI)

Required for January/April 2019

The School has an exciting opportunity for a School Staff Instructor (SSI) to support the development of a new Combined Cadet Force (CCF). We are seeking to appoint a suitably qualified, experienced, inspirational and self-motivated individual. The principal role will be to organise and deliver military training the Army Section and to ensure the smooth and efficient running of the contingent. Candidates should have experience of regular or reserve force service. The School Staff Instructor will be accountable to the Contingent Commander, and is crucial to the CCF's success.

Full-time, term time only appointment (40 hours/week, 36 weeks per year - 3 days per week CCF, 2 days per week other responsibilities according to post holders skills). Some work on Saturdays and Sundays will be necessary at times, depending on the CCF schedule.

Competitive annual salary offered, dependent on skills and experience.

MoD Rules state that the SSI must live within 20 minutes' travelling time of the school to be able to respond to alarms. Applicants must also have a full, clean driving licence, and be prepared to take a minibus driving test.

For further information or to apply for the role please refer to the School website where a job description, person specification and application form can be found: www.johnlyon.org/vacancies

Completed applications should be returned to recruitment.academic@johnlyon.org
Please be aware that CVs alone will not be accepted.

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Applications may be shared with London District (LONDIST) who work with the School to assist with adult training and organisation operations.

Closing date for applications: 12:00pm on Monday 2 July 2018.

The School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an Enhanced check with the Disclosure and Barring Service.

As a provider of employment and education, we value the diversity of our staff and students. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

SCHOOL STAFF INSTRUCTOR

JOB DESCRIPTION

Reports to: Contingent Commander

About John Lyon

Founded in 1876 as an independent day school for local boys, John Lyon is one of the top independent day schools for boys in the UK. We pride ourselves on our broad yet balanced curriculum and ability to tailor an education to meet the individual needs of our students. Our ethos is to treat every boy as an individual, strive for academic excellence and provide outstanding pastoral care whilst offering a broad range of opportunities outside the classroom. The School has consistent excellent results with 'value added' at all levels, GCSE and A-Level.

The School campus is spread across six buildings in Harrow-on-the-Hill and is part of John Lyon's Foundation. We have a clear set of values that are vital to our community. These values shape who we are, what we do and how we do it.



AMBITION



EXCELLENCE



INNOVATION



RESOLVE



HERITAGE



COMMUNITY



CREATIVITY



ENQUIRY

The CCF at John Lyon has a long and distinguished history with pupils currently conducting CCF activities as part of the prestigious Harrow Rifle Corps lead by Harrow School. With growing enthusiasm amongst its staff and pupils, John Lyon is looking to expand its CCF provision, by becoming an independent CCF from September 2019 with the aim of growing the cadet body from 30 boys to 180 over the next five years. We parade weekly during term time and offer a wide range of activities over weekends and in the school holidays.

Principal Responsibilities

The School Staff Instructor (SSI) is responsible to the Contingent Commander, for the Combined Cadet Force (CCF) duties.

SPECIFIC RESPONSIBILITIES INCLUDE:

- Delivering CFAV and cadet training according to the training programme and ensuring quality control over all CCF training;
- Confirming and arranging Cadet Training and Support Team attendance;
- The operation of administrative support for the contingent in the field and for camps;
- Keeping abreast of forthcoming field days and camping events and ensuring administrative plans are in place and executed;
- Control and maintenance of the contingent clothing accounts, and records of issues and receipts;
- Control and maintenance of the contingent loan stores account;
- Responsibility for the Publications and Pamphlets of MOD controlled documents explaining policy in all areas of training and recording for audit;
- Attendance at all chain of command SSI conferences and briefings, and single Service conferences as required;
- Attending recces of proposed training;
- Physical maintenance and operation of CCF stores with published opening times for cadets to exchange, return or withdraw clothing or equipment;
- Carrying out quantity and registration number checks on weapons;
- The physical maintenance and operation of the loan stores account;
- Updating and maintaining the Cadet Management Information System, including seeking out and booking relevant courses for both cadets and CFAVs;
- Booking appropriate elements of Field Days and camps, including transport, training support, military training camps, stores, ammunition, and weapons;
- Maintaining and updating a CCF noticeboard with test results, programmes, scores, letters, courses etc;
- Maintenance and day-to-day booking of School and CCF vehicles, together with the maintenance of complete records of all vehicle use and servicing.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

PERSON SPECIFICATION

In making an appointment at The John Lyon School we look for the person who, at interview and by virtue of their qualifications, best demonstrates the following:

	ESSENTIAL	DESIRABLE
EDUCATION		
Range Qualified (SA(LR) & SA(M) or equivalent)	X	
First Aid Qualification (or equivalent qualification)		X
Qualified Instructor in one or more Adventure Training Activities		X
SKILLS & EXPERIENCE		
SNCO/Warrant Officer of equivalent experience	X	
Demonstrable experience of general administration, preferably in a training environment	X	
Highly motivated self-starter with integrity	X	
Strong communication skills with the ability to develop and maintain effective professional working relationships and networks with a wide range of stakeholders and use these relationships to improve service effectiveness and delivery	X	
Experience of planning, prioritising and organising resources to deadlines under pressure	X	
Ability to problem-solve in a wide range of situations	X	
Good numeracy skills with demonstrable ability to keep basic accounts	X	
Confidence and the ability to promote high professional standards within the CCF team and challenge actions that go against protocol	X	
Enthusiastic and willing to become fully involved with the wider life of the School	X	
Experience working in a training environment		X
Experience working with cadets		X