



Star

## **STAR ACADEMIES**

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### **SCHOOL STAFF INSTRUCTOR**

#### **JOB DESCRIPTION**

##### **JOB PURPOSE:**

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

##### **JOB SUMMARY:**

1. Ensure and deliver effective instruction so that individual students and groups of students are supported to actively participate in learning and reach their full potential.
2. Act as the pain point of contact (during specific allocated time periods) for the cadets within the school.
3. During the allocated time periods, and in consultation with the Contingent Commander, 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 RESPONSIBILITIES AND ACCOUNTABILITIES**

###### **1 Administration**

- 1.1 Liaise with external agencies as and when required.
- 1.2 Comply with policies relating to Child Protection, Health and Safety, Confidentiality and Data Protection, reporting all concerns to a nominated person.
- 1.3 Take responsibility for promoting and safeguarding the welfare of the children and young people in the school.
- 1.4 Support the delivery of enrichment activities and trips including accompanying and supervising of students as needed.
- 1.5 Ensure effective communication of all pastoral information and events and sharing details of all events, visitors or trips (all classes, teachers affected) in briefing notes.
- 1.6 Maintain records on security, training, officers and cadets, transport requisitions, rations, ammunition, weapons, clothing and equipment.
- 1.7 Manage the CCF clothing store, issue and exchanges, ordering new clothing, disposals, cleaning and maintaining.
- 1.8 When installed, management of the school's armoury, weapon and ammunition accounting, issue and receipt and serviceability of weapons and related ancillaries.
- 1.9 Ensure that all health and safety protocols are in place and are observed.

- 1.10 Manage the inspection cycle for CCF officer qualifications checks, cadet training, security reviews, ammunition holdings, weapon holdings, clothing and equipment holdings and issue.
- 1.11 Be responsible for the administration of records and the biennial review programme with the Officer Commanding.
- 1.12 Liaise with the sponsoring unit.
- 1.13 Liaise with Cadet Training Team and RPOC Bde Cadets Branch.
- 1.14 Maintain a library of pamphlets and publications, ensuring that training manuals are up to date.
- 1.15 Liaise with other local school CCFs with regards the use of weapons and ammunition.
- 1.16 Maintain and update records of cadets and officers as appropriate.
- 1.17 Book exercise areas and the relevant camps in conjunction with the CCF Officer Commanding (OC).

## **2 Security**

- 2.1 Be responsible for the administration of contingent security standing orders with the Officer Commanding (OC).
- 2.2 Be responsible for the weapons and ammunitions issue, usage and returns and maintain accurate logs.
- 2.3 Act as the Unit Security Officer with the OC.
- 2.4 Be responsible for the security of the CCF office and related stores.
- 2.5 Be responsible for the Officers' vetting, in conjunction with the OC.
- 2.6 Be responsible for the 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.
- 2.7 Manage the weapon check log and assets register.
- 2.8 Conduct an annual establishment security self-assessment with the OC.

## **3 Training**

- 3.1 Be responsible for the preparation of officers for officer basic and advance training courses.
- 3.2 Be responsible for the preparation for other courses for officers such as range management qualifications.
- 3.3 Be responsible for the preparation of cadets for training courses.
- 3.4 Support Contingent weekly training.
- 3.5 Be responsible for the Training and Development of Cadets as per the CCF syllabus.
- 3.6 Be responsible for the selection and preparation of cadets intending to become NCOs.
- 3.7 Liaise and brief with NCOs on instruction matters within the CCF unit.
- 3.8 Assist with the production and implementation of training programmes.
- 3.9 Organise and participate in training activities for Parade Nights, Field Days, Easter Camp, Summer Camp and Visits.
- 3.10 Assist with training and safety on expeditions and school trips that involve any element of adventurous training and activity.

## **4 Other Responsibilities**

- 4.1 Any other tasks as required by OC CCF and/or the Principal.

- 4.2 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 4.3 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 4.4 Contribute to the wider life of the Trust and the Star community.
- 4.5 Carry out any such duties as may be reasonably required by the Trust.

## **5 Records Management**

- 5.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

*This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.*



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### PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS & TRAINING				
1.	Security Awareness Training.	D	✓	
2.	Information Technology Security Awareness Training.	D	✓	✓
3.	Skills at Arms Range Management Qualification, Stages 1-3.	E	✓	
4.	Target Rifle Coaching Course Qualification.	D	✓	
5.	Skill At Arms Instructor (CF SAAI) Qualification.	D	✓	
6.	Exercise Conducting Officer (SA (M) 07) Cadets Qualification.	D	✓	
7.	Range Management (SA (SR) 07) Qualification.	D	✓	
8.	Map Reading Instructor Qualification.	D	✓	
9.	First Aid Qualification.	D	✓	
10.	Drill Instructor Qualification.	D	✓	
11.	Mountain Leader Training (MLT) Qualification.	D	✓	
12.	Other Adventure Training Qualification.	D	✓	
13.	AJI Arms Storeman Qualification.	D	✓	
14.	Basic Funding Accounting.	D	✓	✓
15.	Counselling Training/Certificate.	D	✓	✓
16.	MIDAS and 01 Minibus Driver D1+E FMT 600.	E	✓	
EXPERIENCE				
17.	UK Forces experience.	E	✓	✓
18.	Management/leadership experience.	E	✓	✓
19.	Good practical knowledge of field tactics, map reading, skill at arms, first aid, drill, self-reliance/adventure training matters.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
20.	Experience and knowledge of working with Cadet Forces.	E	✓	✓
21.	Knowledge/experience of military exercises.	D	✓	✓
22.	Experience working at training establishments, i.e. officer cadets, junior ranks/recruit.	D	✓	✓
23.	Familiarity with current training pamphlet.	E		✓
24.	Air Rifle Maintenance.	D		✓
25.	Management of Equipment Care Inspections and Logistics Care Inspections (ECIs and LCIs).	D		✓
26.	Experience of working with young people, being able to develop strong and trusting relationships.	D	✓	✓
27.	Experience of managing problematic behaviour and able to create strategies to improve there.	D	✓	✓
28.	Competent user of IT and associated software.	E	✓	✓
<b>PERSONAL</b>				
29.	Can satisfy all criteria and checks relating to suitability to work in a school environment.	E		✓
30.	Patient, considerate and committed to safeguarding.	E		✓
31.	Complete Security Clearance (SC) or currently hold an in-date certificate.	E	✓	
32.	Willing to continue with professional development.	E		✓
33.	Good self-discipline and role model.	E	✓	✓
34.	Punctual and reliable.	E		✓
35.	Ability to establish good working relationships.	E	✓	✓
36.	Ability to motivate cadets and staff.	E	✓	✓
37.	Ability to delegate and coach CCF staff as well as cadets.	E	✓	✓
38.	Able to work under pressure and independently.	E	✓	✓
39.	Willing to carry out other duties as directed by the Assistant Principal.	E		✓