



**TAME RIVER  
EDUCATIONAL  
TRUST**

# **School Combined Cadet Force Staff Instructor (SSI) – Droylsden Academy Candidate Information Pack**

**Great schools in which to learn, teach and belong.  
Welcome to Tame River Educational Trust**

Dear Candidate

Thank you for your interest in the post of School Combined Cadet Force Staff Instructor (SSI) with Tame River Educational Trust.

Tame River Educational Trust was established in 2022, with Tameside and Clarendon Sixth Form College as our sponsor. We grew from our desire to make a significant difference to the school days and life-chances of all our young people, including and especially young people who have fewer socio-economic or prior educational advantages.

Our mission is to establish great schools in which to learn, teach and belong. Schools which promote learning, develop character, value diversity and build cultural capital. By the age of 16 we aim for every student to progress to suitably challenging post-16 studies and apprenticeships.

Each of our schools is committed to academic rigour, a spirit of enquiry, talent and character development and providing our students with a significant educational dividend.

The Trust is currently comprised of three academies: Droylsden Academy, Hyde High School and Mossley Hollins High School.

As a Trust we do so much more, and we are growing! We are an ambitious Trust in which to study and work. All our members of staff, both teaching and support staff, are dedicated, committed professionals.

We recognise that our staff are our greatest asset and our Talent and HR strategy places people at the heart of our work.

If, after reading everything about us, this sounds like a Trust you would like to work for, we would very much welcome an application from you.



Phil Wilson  
Chief Executive Officer

## An Introduction to our Trust Schools



### **Droylsden Academy**

#### **Headteacher**

**Mr E Mayell**

Droylsden Academy is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The Academy is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. Our staff are driven by the belief that every child should go to a great school and we believe that every child can become a great learner through politeness, hard work and honesty.

We believe that success should be measured by both academic progress and by one's contribution to our community and wider society.

### **Mossley Hollins High School**

#### **Headteacher**

**Mrs A Din**

Mossley Hollins High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. We are a happy, academically ambitious and inclusive school and we are passionate about learning. At the heart of everything we do are our deeply held values of manners, hard work and honesty.

We believe that success should be measured both by academic progress and achievement, and also by one's personal and social development and one's contribution to our community and to society.

### **Hyde High School**

#### **Headteacher**

**Ms G Arnold**

Hyde High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school serves over 1200 students, is heavily over-subscribed and has an impressive modern building. We provide an engaging and inspiring educational experience that instils in our students a lifelong love of learning and respect for themselves, our community and our environment. A place where warmth, high expectations and strong values are prevalent in everything we do. A learning environment where every student can thrive and belong. Our work is under-pinned by a clear set of values **Ready, Respectful and Safe.**

We are rooted in our community, and we celebrate the diversity and uniqueness of everyone. We know that a successful school depends on a strong partnership between school and home and this shared approach is key to the individual success and happiness of every student.

## Application Procedure

For a confidential discussion on current vacancies please contact the HR Team at [hr@droylsdenacademy.com](mailto:hr@droylsdenacademy.com)

To apply for the role please complete the application form – available to download from our website and return it to [hr@droylsdenacademy.com](mailto:hr@droylsdenacademy.com).

**In compliance with Safer Recruitment Guidelines, CVs will not be accepted.**

Advertised: 18 December 2025 Closing date for Applications: 16 January 2026 at noon

Interview Date: Will be held as soon as possible after the closing date, following shortlisting.

*Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within 5 days of the closing date, please assume your application has been unsuccessful, on this occasion.*

### Safer Recruitment

The Tame River Educational Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure, with Children's Barred List Check.

### Equal Opportunities

The Tame River Educational Trust believes that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in our schools have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation, religion or belief.

Tame River Educational Trust and all its schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

<b>Job description</b>	
<b>The Tame River Educational Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>	
<b>Job Title:</b>	School Combined Cadet Force Staff Instructor (SSI)
<b>Reporting to:</b>	Director of Character / CCF Contingent Commander
<b>Hours &amp; Salary</b>	<p>Grade F (Points 17-22): £10,747 to £11,674 per annum (actual salary)</p> <p>2 days per week (14.5 hours), term time only.</p> <p>In addition, the successful applicant may work and then claim up to an additional 51 days and receive a Voluntary Allowance directly from the MoD at a current daily rate of £90.96.</p>
<b>Role Overview</b>	<p>The SSI is appointed by the Academy, approved by the Army HQ and is an employee of Droylsden Academy. In all aspects of the job relating to CCF activities the SSI is answerable to the CCF Contingent Commander. In all aspects relating to the Student Leadership position the SSI will be answerable to the Director of Character.</p> <p>The SSI will ensure that Droylsden Academy's CCF takes every opportunity to utilise any military opportunities that could serve to complement and/or enhance the school intent for character development and outdoor education.</p> <p>The SSI will act as the main point of contact (during specific located time periods) for the cadets within the Academy.</p> <p>In consultation with the Contingent Commander, the SSI 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.</p> <p>In this role, working closely with the Academy's Outdoor Education Coordinator, you will also further develop, lead and manage the outdoor and external education of our students to ensure the promotion and development of a culture of outdoor and beyond the classroom education, and to reinforce and strengthen character development.</p> <p>This job description is written at a specific time and is subject to change as the demands of the Trust and school and the role develops. The role requires flexibility and adaptability, and all employees need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.</p>
<b>Child Protection and Safeguarding:</b>	<p>The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Child Protection and Safeguarding Policies, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.</p>



**Main duties and  
responsibilities:**

**As an SSI, you are expected to:**

**Accounts:**

- Control and maintain the Contingent clothing accounts, and records of issues and receipts for all Service Sections
- Centralise all demands for new clothing items as a result of kit losses
- Submit bills to the Contingent Commander for kit losses
- Keep secure all books of account
- Control and maintain the Contingent loan stores account
- Raise issue and receipt vouchers for all loan stores.

**Pamphlets (MOD controlled documents explaining policy in all areas of training):**

- Control and maintain records of MOD pamphlet issues
- Submit these records for audit
- Insert all of the latest amendments to all MOD pamphlets.

**Conferences:**

- Attend Brigade SSI conferences
- Attend single service conferences, as required.

**Quartermaster's Stores:**

- Physical maintenance and operation of a Quartermaster's Stores with published opening times for cadets to exchange, return or withdraw clothing or equipment
- Preparation and submission of bills to the Contingent Commander for the recovery of money from parents for kit losses
- Checking stores and maintaining accurate registers to ensure that kit and equipment is not lost
- Carrying out quantity and registration number checks on weapons
- Carrying out weekly and monthly checks, as required.

**Loan Stores:**

- Physical maintenance and operation of the loan stores account
- Physical collection of loan stores from the MOD prior to training
- Physical return of loan stores to the MOD after training.
- Westminster/Bader (if applicable) (the Cadet Management Information System)
- Enter weekly register onto system
- Update test results and qualifications on system
- Enter changes to cadet and CFAV details
- Seek out and book relevant courses for both cadets and CFAVs
- Link appropriate courses to CFAVs to 'upskill' and 'up-qualify' existing CFAVs
- Link relevant courses and competitions to appropriate cadets and working through the Contingent Commander to ensure that appropriate arrangements are put in place for them to attend.

**Booking Field Days and Camps:**

- Book appropriate elements of Field Days and camps, including transport, training support, military training camps, stores, ammunition, and weapons



- Act as a filter to ensure that relevant information comes to the Contingent Commander
- Maintain and update a CCF noticeboard with test results, programmes, scores letters, courses etc.

**Training:**

- Deliver training according to the training programme, including development and mentoring of the CFAVs and CCF staff to develop their awareness of wider defence cultures, doctrine and policies.
- Act as quality control over all CCF training
- Confirm and arrange Cadet Training and Support Team attendance.

**Camps and Field Days:**

- Operation of administrative support for the Contingent in the field
- Keep abreast of forthcoming events and ensure administrative plans are in place and executed.

**Reconnaissance:**

- Attend recces of proposed training.

**Working collaboratively with the Outdoor Education Leader, you are expected to:**

- Ensure the delivery of high-quality programmes to young people in the DofE and JASS groups.
- Manage the provision of safe and enjoyable DofE and JASS programmes for participants.
- Support participants to decide on their programme choices and set their timescales and goals.
- Support expedition team(s) with their expedition planning and arrange for the team(s) to be trained in all of the required areas.
- Increase participation of students taking part in the DofE / JASS Award.

**As a member of staff, you are expected:**

1. To safeguard all students, promoting their safety, health, and welfare in accordance with school policy, both on the school premises and on school activities elsewhere.
2. To follow and uphold all school policies and be an excellent ambassador for the Trust and Droylsden Academy.
3. To have a responsible and diplomatic approach to matters of a confidential nature.
4. To ensure awareness of what is happening in and around the school; checking and responding, where necessary, to school emails regularly and at least once every school day.
5. To develop yourself through engaging with CPD, including ICT training, in order to maximise effective use of all school systems.



	6. To undertake any other duties that might be reasonably requested, by the Headteacher, Line Manager, or any other member of the senior leadership team. Any request will correspond with the general character of the post and are commensurate with the level of responsibility.
<b>Health and Safety:</b>	<p>The post holder must, at all times, work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LEA's policies and procedures. The postholder is responsible for their own Health and Safety, as well as that of their colleagues.</p> <p>All Trust schools are non-smoking sites.</p>

<b>General:</b>	<p>This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the Academy's appraisal programme and to participate in appropriate staff training and development activities.</p>
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<b>Person Specification</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Appropriate rifle range qualification and to be current and competent in the cadet weapons or be willing to attend courses, as necessary, to become and maintain competence.</li> <li>Be willing to undergo further military/civilian training as required.</li> </ul>	<ul style="list-style-type: none"> <li>Have at least one outdoor educational training qualification (preferably DofE, water or mountain leader), suitable for teaching children across all age ranges.</li> <li>Must hold a driving licence with a D1 classification and be prepared to train to and drive school minibuses.</li> <li>First Aid qualification</li> </ul>	<ul style="list-style-type: none"> <li>Production of the applicant's original certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Good practical knowledge of field tactics, map reading, skill at arms, first aid, self-reliance/adventure training matters</li> </ul>	<ul style="list-style-type: none"> <li>Served recently as an Officer/SNCO in the Armed Forces or be an active member or leader of a CCF or ACF (or tri-</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the application form.</li> <li>Interview</li> <li>Professional references</li> </ul>





	<ul style="list-style-type: none"> <li>• Proven track record in leadership and management or be able to demonstrate that you have this competence.</li> </ul>	<p>Service equivalent).</p> <ul style="list-style-type: none"> <li>• Have a sound understanding of the MOD's logistic processes</li> <li>• Previous experience of working in a school or with Cadets</li> <li>• Experience of working with young people, being able to develop strong and trusting relationships</li> </ul>	
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to teach children across all age ranges</li> <li>• Ability to delegate and coach CCF staff as well as cadets</li> <li>• Be an excellent communicator and team player, able to use initiative as well as take direction.</li> <li>• Competent user of IT and associated software</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working with and influencing at SNCO level or equivalent in the Regular or Reserve Forces or other similar body.</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• Takes pride in work and has high expectation of self and others</li> <li>• Good verbal and written communication skills</li> <li>• Ability to work flexibly and as part of a team</li> <li>• Willingness to work occasional overtime if required</li> <li>• Ability to take instruction</li> <li>• Use of initiative / proactive</li> <li>• Confident, polite and personable – good people skills</li> <li>• Tidy, organised and methodical approach with attention to detail</li> </ul>		<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>



	<ul style="list-style-type: none"><li>• Ability to work under pressure and multi-task</li><li>• Passion for helping children and young people learn</li><li>• Trustworthiness and integrity</li><li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li><li>• Ability to engender confidence in young people</li><li>• A warm, friendly, and patient manner</li><li>• Ability to build positive relationships with all students that allow them to achieve to their highest potential</li><li>• Discipline and time management skills</li><li>• A belief in the value of others</li><li>• A willingness to learn new skills and approaches and to share experiences with others</li><li>• A sense of humour</li></ul>		
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