



Star

STAR ACADEMIES

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

SCHOOL STAFF INSTRUCTOR (WITH BEHAVIOUR AND DUKE OF EDINBURGH RESPONSIBILITIES)

JOB DESCRIPTION

JOB PURPOSE:

To 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.

JOB SUMMARY:

1. Support the raising of standards in the School by leading and delivering pastoral support to a year group of students and within that year group by providing support to individual students and their families.
2. Act as the main point of contact (during specific allocated time periods) for the cadets within the School.
3. During this time, and 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.

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 Help organise, and attend, parents' evenings for designated year team and support the running of open evenings, induction days and events for students and parents.
- 1.5 Organise year presentations during assembly time.
- 1.6 Support the delivery of enrichment activities and trips including accompanying and supervising of students as needed.
- 1.7 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.
- 1.8 Maintain records on security, training, officers and cadets, transport requisitions, rations, ammunition, weapons, clothing and equipment.
- 1.9 Manage the CCF clothing store, issue and exchanges, ordering new clothing, disposals, cleaning and maintaining.
- 1.10 When installed, manage the School's armoury, weapon and ammunition accounting, issue and receipt and serviceability of weapons and related ancillaries.

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

2 Security

- 2.1 Be responsible for the administration of contingent security standing orders with the Officer Commanding (OC).
- 2.2 Be responsible for 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 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.
- 2.9 Any other tasks as required by OC CCF and/or the Principal.

3 Training

- 3.1 Prepare officers for officer basic and advance training courses.
- 3.2 Prepare other courses for officers such as range management qualifications.
- 3.3 Prepare 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 the training and safety on expeditions and school trips that involve any element of adventurous training and activity.
- 3.11 Any other tasks as required by OC CCF and/or the Principal.

4 Behaviour Support

- 4.1 Support the Pastoral Team (SLT) lead, ensuring all students access education.
- 4.2 Apply the school policies in relation to the safeguarding of students and contribute to the identification and support of students at risk.
- 4.3 Work in partnership with stakeholders to ensure safeguarding is robust and monitor GDPR compliancy.
- 4.4 Support the successful integration of students, alongside the Inclusion Team, who have demonstrated challenging behaviours, or who have experienced social and emotional difficulties in other schools into the school.
- 4.5 Positively promote and ensure the consistent implementation of all school policies, including the monitoring and support of the conduct of students in unstructured and structured times and contribute to the operation of calm, orderly and safe and stimulating environment where all students are valued and encouraged to fully participate.
- 4.6 Support the Pastoral Team in ensuring that all Behaviour for Learning and de-escalation training is up to date and relevant to the context of the school.
- 4.7 Work proactively with parents/carers in a variety of ways in order for them to better support their child and, where required, manage strategies for involving parents in the daily life of the school.
- 4.8 Agree strategies, in respect of identified concerns with individual students in consultation with relevant staff and acting as intermediary at home, including facilitating home visits when attendance at the school is problematic or the student needs to be taken home as a result of illness or conduct.
- 4.9 Investigate reported incidents, ensuring effective recording and follow up and communication with all parties involved.
- 4.10 Liaise with appropriate support personnel in the school and external agencies to ensure the attendance and wellbeing needs of students are met including attendance at multi agency review panels and co-ordinate internal behaviour and attendance panels, as and when necessary. This will include contributing to and producing accurate reports and risk assessments within necessary timescales.
- 4.11 Support the transition of students at their various points throughout their time at the school.

5 Support Learning and Teaching

- 5.1 Contribute to coaching, mentoring and sharing good practice, within the pastoral and inclusion team, throughout the school and Trust.
- 5.2 Contribute to individual student records ensuring they have up to date details of the curriculum support, input and alternative intervention support that has been provided. Liaise regularly with the Progress Leader, Head of Years and wider pastoral team.
- 5.3 Support the school and Trust's drive for excellent academic results by ensuring students needing intervention receive support, encouragement and guidance as appropriate and necessary to raise individual student achievement and aspirations.

6 Developing Self and Others

- 6.1 Build capacity and nurture leadership capabilities within students.
- 6.2 Ensure all CPD and Safeguarding training is up to date and relevant.

7 Strengthening the Community

- 7.1 Contribute to stakeholder engagement and communication with parents, carers and families across year groups.
- 7.2 Work effectively in partnership with all external agencies and the Trust.
- 7.3 Represent the school at meetings.
- 7.4 Be a professional advocate for the school in all contexts.

8 Other Responsibilities

- 8.1 Comply with policies relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to a nominated person.
- 8.2 Help organise, and attend, parents' evenings for designated year team and support the running of open evenings, induction days and events for students and parents.
- 8.3 Support the pastoral team and the administrative staff to input pastoral information into end of year reports using information recorded in SIMS.
- 8.4 Organise multi agency meetings as required.
- 8.5 Support the delivery of enrichment activities and trips including accompanying and supervising of students as needed.
- 8.6 Ensure effective communication of all safeguarding information training.
- 8.7 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 8.8 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 8.9 Contribute to the wider life of the Trust and the Star community.
- 8.10 Carry out any such duties as may be reasonably required by the Principal or the Trust.

9 Records Management

- 9.1 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 (DUKE OF EDINBURGH INSTRUCTOR)

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
QUALIFICATIONS				
1.	5 A*-Cs at GCSE including English and Maths.	E	✓	✓
2.	A degree qualification or equivalent.	D	✓	
3.	First Aid Training or willingness to undertake training.	D	✓	
EXPERIENCE				
4.	Must have UK Forces experience and Duke of Edinburgh Instructor qualification.	E	✓	✓
5.	Previous experience of working with learners of all ages or dealing with members of the public in a busy setting.	E	✓	✓
6.	Experience of supporting students and parents.	E	✓	✓
7.	Working with students to engender high expectations.	E	✓	✓
8.	Promoting positive behaviour in students.	E	✓	✓
9.	Maintaining records and data.	E	✓	✓
10.	Experience of providing feedback to students and teaching staff.	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
11.	Effective use of ICT.	E	✓	✓
12.	Excellent communication skills both verbally and in writing.	E	✓	
13.	Excellent time management skills.	E	✓	
14.	Ability to self-evaluate learning needs and actively seek learning Opportunities.	E	✓	
15.	The ability and motivation to constantly improve own practice and knowledge through self-evaluation and learning from others.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
16.	Ability to work constructively and flexibly as part of a team.	E	✓	✓
17.	Ability to establish and develop positive relationships throughout the School.	E	✓	
18.	Ability to take ownership of problems and find solutions accordingly.	E	✓	✓
19.	Experience and ability to deal positively with staff and students.	E	✓	✓
20.	Ability to be flexible and positive, dedicated and Trustworthy.	E	✓	
21.	Be committed to the School.	E	✓	✓
22.	Reliable and responsible.	E	✓	✓
23.	Enjoys dealing with people from various backgrounds.	E	✓	✓
PERSONAL QUALITIES				
24.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
25.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
26.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
27.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
28.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
29.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
30.	Sympathetic to and supportive of the Mixed Multi-School Trust Model and ethos of the Establishment.	E	✓	✓



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PERSON SPECIFICATION – SCHOOL STAFF INSTRUCTOR

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

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