



Your Academy....Your Future

Post Title	Joint role: School Staff Instructor – Combined Cadet Force (SSI)
Main Purpose of the Job	• To continue to embed and develop the Cadet Force Contingent within the Academy. • To work with the Contingent Commander to plan and lead the development of the Contingent • To assist the Contingent Commander in organising and planning experiences to enhance the Cadet provision • To help plan and deliver the Cadet training programme in line with ACS 21 • To complete the day to day administration of the Contingent
Responsible to	Vice Principal
Contract type	Permanent / 2 days per week (1 day paid from CVEA, 1 day paid from MOD) Total days to be worked annually, this includes trips/visits etc.: CVEA – 38 days MOD – 51 days
School Type	The Academy is a publicly funded independent secondary school for pupils aged 11 to 16.
Salary	S01, SCP 23-25
Expectations	There is an expectation that all adults who work at Castle View Enterprise Academy will: • Create opportunities to support the Academy vision. • Have respect and care for students and all other adults. • Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do. • Support the Academy uniform policy for students and echo this through professional and business-like mode of dress. • Contribute to the Academy enrichment programme.

Duties

- To raise achievement by supporting students so they are able to fully engage in the education offered at the Academy and achieve their personal best.
- To support students and their parents to ensure they display excellent timekeeping, attendance, behaviour and that they dress appropriately.
- To ensure all student records are kept up to date and that relevant information is disseminated to appropriate staff.
- To initiate strategies in conjunction with senior staff and agencies, e.g. letters home and visits.
- To maintain database with accurate and up to date information.
- To carry out group work and individual meetings with students and their families who are displaying irrational patterns of attendance.
- Maintain the Contingent training records
- Daily control and management of the Contingent equipment.
- Liaise with support personnel in school or external to ensure learning, emotional and behavioural needs of students are met.
- Write reports and ensure the maintenance of appropriate records.
- To set up, and subsequently manage, linked events in Castle View Enterprise Academy.
- To liaise with external partners and other agencies, to develop links.
- In conjunction with the Finance, Facilities and Operations Director, oversee the development of suitable and relevant on-site facilities and equipment.
- To assist with the transportation of students to and from placements or other educational sites. This may include overnight provision.

Additional Duties

- Carry out other reasonable tasks from time to time as directed by the Principal.

This is not an administrative role and includes working directly with students. There are aspects of administration within the role.

Variation in the Role

The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the Principal, if he or she so wishes.

Person Specification

Attributes	Essential	Desirable
	The applicant must hold or have the ability to obtain these qualifications quickly	This information could be used to differentiate applicants
Role – SSI		
Qualifications	• Full, valid UK driving licence, with the ability to drive minibuses (category D1 or MIDAS)	• SA (A) (90)/(18), SA (B) (90)/(18), SA (SR) (07) Cadet, SA (LR) (23) Cadet, SA (K) (17) Cadet SA (M) (07) Cadet • SAAI • KGV Course • HAZMAT qualifications, including DGA • First Aid at Work • ACSMS RA Practitioner • AT qualifications (MTA, MTB, JSME, RCI, RYA, Paddle Sports etc)
Skills & Knowledge	• Be computer literate – word, email, excel • Have good administration skills – ability to control accounts, book transport and courses. • Have an awareness of Health and Safety in a Military/Cadet environment including the Safe System of Training • Knowledge of the Cadet forces ethos and a desire to support, encourage and develop cadets. • Ability to prioritise. • Ability to work on own initiative or under pressure.	• Be familiar with and ability to use the Westminster MOD Database. • Ability to run or have knowledge of the D of E Award Scheme. • Have good contacts with the Services

	• Good communication skills both written and oral	
Experience	• Current CFAV, Army Reserve or previous Regular Army experience. • Hold or have held rank of SNCO/WO/Officer	• Previous experience of working with Cadets or other youth organisation • A proven record of administration, preferably in a training environment
Personal Competencies and Qualities	• Willingness to take on further responsibilities in the overall management of the CCF • Calmness under pressure • Smart, presentable and a mature, responsible approach • Confident and friendly manner • Discreet and confidential • Self-motivating • Mentally and physically fit • Be prepared to work long, sometimes odd flexible hours including weekends and week-long camps away from home. • Enjoy working with, supporting and motivating young people	

Castle View Enterprise Academy is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, an online search of publicly available information will be undertaken for all shortlisted candidates. The successful applicant will be subject to provide an enhanced DBS disclosure.