

## JOB DESCRIPTION

### School Staff Instructor (CCF)

<b>Position</b>	School Staff Instructor for the Combined Cadet Force.
<b>Salary</b>	FTE Salary: £ £25,947 to £32,592 (Support Staff Pay Spine Points 24 – 32)
<b>Hours</b>	3 days per week CCF, 2 days per week directed time. 37.5 Hours per week.
<b>Full Time Equivalent</b>	52 weeks.
<b>Contract Type</b>	Permanent.
<b>Responsible To</b>	Estate & Facilities Manager.
<b>Responsible For</b>	Cadets, Staff Training & Administration of the CCF Scheme.
<b>Location</b>	Required to work at each site.
<b>Key Relationships</b>	Heads of Year, Enrichment Leads.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

### Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. If you want to be part of the team that is improving the future of our students, then read on!

### Job Summary

1. The Mossbourne Community Academy Combined Cadet Force (CCF) will form an integral part of the extra-curricular life of the school. The School Staff Instructor (SSI) will play a formative role in establishing the Combined Cadet Force as a major part of the learning and leadership development opportunities offered to the students of the school. Students will volunteer for the Combined Cadet Force and the School Staff Instructor will have a marketing role to develop the contingent from its initial level.
2. There is an expectation that the School Staff Instructor will take a key role in the future direction of the Combined Cadet Force.
3. The Contingent Commander is responsible to the Principal for the Safeguarding of the Combined Cadet Force Cadets.
4. The School Staff Instructor is responsible for assisting the Contingent Commander with this by promoting and safeguarding the welfare of the children and young people for whom they are responsible, or with whom they come into contact.
5. The School Staff Instructor will adhere to and ensure compliance with the School's Child Protection Policy at all times.
6. If in the course of carrying out the duties of the post the School Staff Instructor becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's child protection officer or to the Principal.
7. The SSI must be available to work out of hours for CCF activities across the year by arrangement.

### **Key Responsibilities & Accountabilities**

- Accounting for, storing and maintenance of all MoD and unit clothing and equipment, in line with MoD policy.
- Dealing with mail (both incoming and outgoing), maintaining an up-to-date filing system and the WESTMINSTER database of staff and cadets.
- Ensuring that all staff mandatory tests are completed in good time and entered onto the database along with cadet training progress.
- Ensuring that officers and instructors are kept abreast of the latest directives from MoD and outside agencies.
- Producing, displaying and filing "Part 1 weekly routine orders".
- Responsible for ensuring all training material has the correct amendments as issued by MoD, and all training material is stored in accordance with its security rating.
- Responsible for the liaison with the assigned MoD Administrative Assistant (CTT CQMS) in respect of ordering, updating, quarterly checks, writing-off and other stores matters. This encompasses the maintenance of clothing, boots, badges, and equipment, making them available to the unit as required. Indenting and accounting for ammunition and pyrotechnics.
- The post holder will be expected to collect and return stores to the appointed locations.
- Responsible for ensuring that the MoD requirements concerning "Equipment Care" are met, organising and recording the mandatory inspections (MEI / LEA), carrying out minor maintenance of equipment where necessary.
- When cadets join the unit, the SSI is to issue uniform, on leaving the unit this uniform and equipment is to be accounted for. The post holder is responsible for complying with LFSO 6102 (Sixth Revised) to ensure all recovery procedures are followed.

### **Routine Training Administration**

- Assisting staff with training programmes if requested, including support to Training Officer.
- Booking facilities as required by officers, ensuring records are kept of facilities booked within and outside school to maximise usage and avoid clashes.
- Issuing and return of all training stores as required for weekly parades and camps.
- Assisting officers and cadet NCOs in the preparation of materials for lessons and activities.
- Booking training areas, ranges, transport, accommodation, rations ammunition and additional arms and equipment from loan pools.
- Completion of the Notice to Train (NTT) application and liaise with the Training Safety Advisor (TSA) to ensure all authorities are in place prior to activities taking place.
- Attendance at unit camps and a selection of other activities will be compulsory.
- Assisting in other duties associated with the Contingent deemed appropriate by the Contingent Commander.
- Expected to attend and take part in all CCF organised trips and activities as well as running catch up session, if required.
- Provide development of contingent staff through conducting initial training, as well as directing and supporting developmental officer training.

### **Discipline, Health and Safety**

- Maintain standards of discipline and dress within the unit, and to provide health and safety cover.
- Responsible for the reporting of any accidents within the unit and the maintenance of risk assessments for all activities undertaken.
- Responsible for contacting parents to ascertain reasons for non-attendance on parade evenings and the various organised activities.

### **Ceremonial and Special Events**

- Responsible for ceremonial events including the annual Remembrance Sunday parade, Armed Forces Day parade, and the Biennial Inspection. Other events as directed.

### **Security**

- The post holder will be the Unit Security Officer and will apply all school and MoD rules to the security of all unit accommodation, publications, clothing and equipment including arms, ammunition and pyrotechnics.
- Completion and submission in good time, all forms related to the movement of arms, ammunition and pyrotechnics.
- Conduct an annual Establishment Security Self-Assessment (ESSA).

### **Other Duties**

- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

I confirm I understand and accept the duties and responsibilities associated with this role:

**SIGNED on behalf of The Federation:**

**SIGNED by the employee:**

Signature:

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Signature:

\_\_\_\_\_

Name:

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Name:

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Date:

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Date:

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## JOB DESCRIPTION

### School Staff Instructor (CCF)

Essential Or Desirable E or D	PERSON SPECIFICATION REQUIREMENTS	Assessment Criteria		
		Interview	App. Form	Task
Experience / Knowledge				
E	Previous similar experience preferably in a school / CCF-based environment.	X	X	X
E	Confidence in handling new situations & leading from the front.	X		
E	Punctuality, reliability & ability to maintain a high level of confidentiality.		X	
E	Excellent written & spoken English, able to communicate effectively at all levels.		X	
E	Ability to multi-task effectively working to tight deadlines.	X	X	
E	Ability to prioritise workload in a busy environment, paying attention to detail.		X	
E	Flexible, effective & proactive team member employing initiative to deliver work.		X	
E	Able to work in a changing environment, & to be open to new ideas.		X	
Qualifications				
D	GCSE English & Maths at Grade C or above.		X	
D	Adventure training qualifications.		X	
D	Range management qualifications.		X	
D	Health & Safety Training relevant to the post.		X	
E	Sector knowledge & experience relating to Cadet Force coordination.		X	
IT Knowledge				
E	Adept at using the MS Office suite of applications & communication tools.		X	
D	Ability to swiftly adapt to and utilise new & varied systems & software.		X	
E	Advanced abilities with MS Word & MS Excel.		X	
Behavioural Competencies				
E	Excellent analytical and multidimensional communication skills.		X	
E	Strategic approach, ability to see the big picture & think outside the box.		X	
E	To consistently meet deadlines & ensure output is of an exemplary standard.	X		
E	Initiative to work independently with minimal supervision.		X	X
E	The utmost Personal integrity & high levels of motivation & commitment.	X	X	
E	Proactive approach & efficient time management & prioritisation skills.	X		
E	Passion about education & the will to contribute to the Mossbourne community.	X		
Applicable to All Staff				
E	Undertake training necessary to be effective in the role.		X	
E	Support the federation's efforts both verbally and non-verbally through actions & attitude, including adjusting performance & practice to align with Mossbourne initiatives & findings.		X	
E	Play an active role in the safeguarding of all students & adults.	X		X

Mossbourne Federation reserves the right to modify the above contents in order to ensure the needs of the Federation and the students are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.