



School Staff Instructor

Applicant Information Pack

September 2025

Headteacher's welcome

Welcome to Q3 Academy Great Barr

Thank you for considering Q3 Academy Great Barr as the next step in your professional journey. We are proud to be a vibrant, inclusive community where every member is valued, and every student is empowered to thrive.

At the heart of our Academy lies a clear and compelling mission: to be the most inclusive, best-performing school in our local area. This ambition is not just a statement—it is a daily commitment that shapes our culture, our curriculum, and our relationships.

We live this mission through our core values of CARE:



Community – *We are stronger together. We foster a sense of belonging where every voice is heard and every individual is respected*



Ambition – *We set high expectations for ourselves and our students, striving for excellence in all that we do*



Respect – *We treat one another with dignity and kindness, creating a culture of mutual trust and understanding*



Excellence – *We pursue the highest standards in teaching, learning, and leadership, always seeking to improve and innovate*

These values are not just words—they are the principles that guide our decisions, shape our relationships, and define our school culture.

If you are passionate about education, committed to inclusion, and eager to make a meaningful impact, we warmly invite you to join us. At Q3 Academy Great Barr, your talents will be valued, your growth will be supported, and your work will help shape the future.

Mr Chris Bury
Headteacher



About our Academy



As a mixed comprehensive academy with a dynamic Sixth Form, Q3 Academy Great Barr serves a vibrant and culturally diverse community of nearly 1,200 wonderful students.

Our gorgeous new buildings are surrounded by open, picturesque fields and woodlands, and the Academy offers a stimulating setting for teaching and learning. Our facilities are designed to inspire, with state-of-the-art classrooms and resources that support a rigorous, knowledge-rich curriculum. This curriculum is carefully crafted to challenge students, develop critical thinkers, and prepare them for successful futures.

Professional growth is embedded in our culture, and Q3 Academy Great Barr presents unparalleled opportunities for students and staff. If you are an educator passionate about shaping the future generation, you will be joining a community where education is valued, diversity is celebrated, and personal development is prioritised. This is a place where your talents will be valued, and your career can flourish.

We are proud to be part of The Mercian Trust, which provides us with access to wider resources, professional development, and a network of educators focused on pioneering teaching and learning methods, including digital transformation. Join us for an opportunity to be at the forefront of a transformative educational approach that champions collaboration, innovation, and excellence in teaching and learning.



Why work here?

- ✓ Join an incredible team of friendly and supportive staff
- ✓ Work with our amazing students in a positive learning environment supported by a centralised behaviour system
- ✓ Manageable marking
- ✓ Supportive feedback culture with no high-stakes observations
- ✓ Rich culture of professional learning, with a high-quality CPD programme
- ✓ Fully resourced curriculum
- ✓ Three-week Christmas break
- ✓ Visible and supportive SLT
- ✓ Modern laptops for staff and visualisers in every classroom
- ✓ Connect and unwind with regular social activities
- ✓ Access to Simply Health benefits, supporting your optical and dental care needs and including a free annual flu vaccination
- ✓ Free car parking on site
- ✓ Enjoy exclusive discounts and benefits through an online platform, including a cycle to work scheme



Staff testimonials



“Q3 Academy Great Barr is a great place to work because students appreciate you as a teacher. Often students will thank you for your lesson and I love working with them as a team. It is not just a workplace but a hub of professionals who are always happy to support and encourage others. I feel part of a family rather than one of many.”

– *Teacher of Science (2024)*

“Lots of places promote the idea of students and staff being at the very heart in all that they do. Well, come see a place that actually does that. Visit us and see the smiles, you won’t want to leave!”

– *Teacher of French (2024)*

“I am grateful for the amazing opportunity to work as a teacher at Q3 Academy Great Barr. What sets us apart is the unwavering support from all staff members, from teachers to administrators. Everyone is approachable and always willing to help, making me feel valued and appreciated. Every day is a joy to come to work.”

– *Teacher of Geography (2024)*

Job Description

Title:	School Staff Instructor
Reports to:	Contingent Commander
Grade:	Grade 5 SCP 9-17, £26,409 – £30,060 FTE (actual salary £4,604 – £5,264 p.a.)
Hours:	7.5 hours per week, term time only (39 weeks), plus up to an additional 51 days of MOD Volunteer Allowance each year. Must work on Wednesday each week during term time. Some evening and weekend work will be necessary. This role could be permanent or fixed term.

Job Purpose

To provide leadership, planning, administration, logistics, and training for our Combined Cadet Force (CCF), supporting the Contingent Commander to deliver the best possible cadet experience. This role contributes to our Trust's purpose of increasing opportunities and improving outcomes.

Organisation (incl. Governance and Compliance)

- Ensure all relevant policy is adhered to across Cadet Forces activity and equipment management.
- Take responsibility for online access to all Publications and Pamphlets (MOD controlled documents explaining policy in all areas of training).
- Submit records for audit where required.

Personnel and Administration

- Maintain up-to-date records for all Contingent Personnel.
- Administer new Cadet Force Adult Volunteer (CFAV) and Cadet joiners to the Contingent.
- Maintain the Cadet Management Information Systems (MIS), i.e. WESTMINSTER and BADER.
- Enter weekly Parade Registers to the MIS.
- Update test results and qualifications to the MIS.
- Enter changes to Cadet and CFAV details.
- Seek out and book relevant courses for both Cadets and CFAVs.
- Oversee and administer events on the Cadet MIS to ensure compliance with Policy.
- Link appropriate courses to CFAVs to 'upskill' and 'up-qualify' existing CFAVs.
- Link relevant courses and competitions to appropriate Cadets and work with the Contingent Commander to ensure that appropriate arrangements are put in place for them to attend.
- Track the training and development of both new and trained CFAVs to ensure sufficient numbers of trained and competent CFAVs to deliver the CCF Syllabi.
- Be the point of control for all mandated CFAV Governance training and checks (RBT, DBS, Security Clearance, Safeguarding, etc).
- Make and manage bookings for external activities, including transport, training support, Defence Training Estate, stores, ammunition, and weapons.
- Ensure these bookings are maintained, up to date, correct, and actioned in a timely manner.
- Design and run a CFAV recruitment and retention plan.

Logistics, Medical, and Finance

- Maintain and operate Equipment and Materiel Stores.
- Prepare and submit bills to the Contingent Commander for the recovery of monies for equipment losses.
- Liaise with single Service support staff for single Service clothing and equipment issue.
- Check stores and maintain accurate registers to ensure that kit and equipment is not lost.
- Carry out mandated checks on weapons.
- Report faults, issues, and damage to MOD issued equipment and weapons, and arrange for appropriate remedial action.
- Ensure all relevant inspection regimes are adhered to and correctly administered and liaise with external bodies in a timely manner where required.
- Carry out weekly and monthly equipment and maintenance checks (i.e., ensuring weapon cleaning is carried out), as required.
- Control and maintain the Contingent clothing accounts, and records of issues and receipts for all Service Sections.
- Centralise all demands for new clothing items due to kit losses.
- Submit bills to the Contingent Commander for kit losses.
- Ensure the security of all accounts.
- Control, maintain, and operate the Contingent Loan Stores account.
- Raise issue and receipt vouchers for all Loan Stores.
- Manage the collection and return of Loan Stores from the MOD or other Cadet Forces units where demanded.
- Be a first aider and retain a current First Aid at Work or equivalent qualification.
- Drive the Academy minibus as required.

Activities and Training

- Attend reconnaissance of proposed activities from an administrative standpoint and liaise with catering/accommodation points of contact.
- Confirm and arrange Cadet activities and Services Training Support Teams attendance.
- Operate administrative support for the Contingent during external activities.
- Manage the Contingent Forecast of Events and carry out action where required to ensure activities take place.
- Record activities on MIS with appropriate supporting documentation and timely submission to single Service HQs where their advice, approval, or assurance is required.
- Lead the risk assessment process for activities.
- Support the management of the Duke of Edinburgh's Award scheme.
- Lead off-site visits and undertake training for the OEAP Visit Leader qualification.
- Gain cadet and outdoor instructor qualifications to support the delivery of specialist cadet activities.
- Act as Range Conducting Officer and Exercise Conducting Officer as required.

Security

- Be responsible for the security of all weapons and ammunition.
- Be the point of contact within a Contingent for all matters relating to Security.

Communications

- Attend all Chain of Command SSI conferences and briefings, and single Service conferences as required.
- Ensure all relevant parties are always aware of relevant information.
- Ensure both Cadets and CFAVs are aware of training programmes, lessons, and upcoming events and activities.
- Disseminate information to relevant people by appropriate means where required.

General Responsibilities

- Adhere to the Staff Handbook and all Academy and Trust policies.
- Comply with the Academy's safeguarding policies and procedures to ensure the wellbeing of all students.
- Participate in staff meetings, training sessions, and continuous professional development activities as required.
- Ensure all actions contribute to a safe and efficient working environment.
- Work collaboratively with colleagues to promote a positive and inclusive Academy culture.
- Be flexible and adaptable to the changing needs of the Academy.
- Uphold and promote the ethos and values of the Academy in all interactions with colleagues, students, parents/carers, and external organisations.
- Deliver exceptional customer service to students, parents/carers, and staff in all communications.
- Contribute to the development and implementation of administrative policies and procedures to improve operational efficiency.
- Maintain a high level of professionalism and confidentiality in all interactions.
- Promote and support the Academy's commitment to equity, diversity, inclusion, and belonging in all administrative practices.
- Serve as a role model through professional conduct and demeanour.

This job description is not an exhaustive list of tasks, and the successful candidate will be expected to perform additional duties that are commensurate with the grade.

The Mercian Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check. Satisfactory employment references and identification and qualification checks will be required before commencing duties.

Person Specification

School Staff Instructor

	Essential	Desirable	Assessed
Qualifications			
Grade C+/4+ in GCSE English and Maths or equivalent	✓		A
Clean UK driving license	✓		A
First Aid at Work qualification or willingness to complete	✓		A
OEAP Visit Leader qualification or willingness to complete	✓		A
Cadet qualifications (e.g. Short Range, SAAI)		✓	A, I
Outdoor qualifications (e.g. Mountain Leader)		✓	A, I
Duke of Edinburgh qualifications (e.g. Supervisor, Assessor)		✓	A, I
Experience			
Leadership experience	✓		A, I, R
Proven record of managing multiple tasks and workstreams to meet deadlines	✓		A, I, R
Administrative, budgetary, and data management experience	✓		A, I, R
Experience of working in conjunction with external agencies	✓		A, I, R
Relevant military or cadet experience		✓	A, I, R
Experience of working as a coach or instructor, or of leading volunteers		✓	A, I, R
Knowledge and Skills			
Strong organisational and administrative skills	✓		A, I, R
Excellent interpersonal skills and ability to work in a team	✓		A, I, R
Competent use of IT systems	✓		A, I, R
Understanding of GDPR and e-safety	✓		A, I, R
Knowledge of the CCF RAF cadet syllabus, for example in drill, skill at arms, map reading, expeditions, first aid, fieldcraft, and flight training		✓	A, I, R
Values and Attributes			
Commitment to the Academy's vision, values, and strategic priorities	✓		A, I, R
High expectations for all students, with a belief in their potential to achieve excellence	✓		I, R
Commitment to the wellbeing of all students	✓		I, R
Demonstrable professionalism, integrity, and confidentiality in all interactions	✓		I, R

Commitment to continuous professional development and reflective practice	✓		I, R
Resilience and adaptability in the face of changing demands and challenges	✓		I, R
Strong team player who works collaboratively to promote a positive and inclusive culture	✓		I, R
Passionate about the cadet forces and keeps abreast of current best practices	✓		I, R
Commitment to promoting equity, diversity, inclusion, and belonging in all aspects of the role	✓		I, R
Ability to serve as a role model through professional conduct	✓		I, R
Self-reliant and self-motivated	✓		I, R
Calm under pressure	✓		I, R
Approachable	✓		I, R
Strong attention to detail	✓		I, R
Dependable and tenacious	✓		I, R
Resourceful and willing to accept responsibility	✓		I, R

A = Application Form, I = Interview, R = Reference

How to apply

To apply for this role, please submit an application form on our [recruitment portal](#).

Key dates

Deadline for applications	Sunday 12 th October at 11:59pm
Interviews	Week commencing 13 th October

Visiting the Academy

If you would like to arrange a visit before you apply, please contact Mrs Drummond, Office Manager and Executive Assistant, at c.drummond@GBR.merciantrust.org.uk

