

Job Description		
Role Title	Typically reports to	
School Staff Instructor (SSI)	Director of Sport / Headteacher	
JE Code	Band	Date of profile
SG20	5	03/06/2025
Purpose of the role (job statement)		
<p>The School Staff Instructor (SSI) is a key CCF staff member whose principal role is to provide the (Administration of the CCF) and liaison between the Contingent and CCF Stakeholders. The SSI role is central to the smooth and efficient running of the Contingent and the development of the leadership potential of Cadets. There is an expectation that the SSI will take a lead role in supporting the Contingent Commander, CCF Officers and Cadets helping to develop this new and exciting CCF opportunity at John Spence Community High School.</p>		
Main Duties:-		
<p>The SSI serves all three sections of the CCF and will be directly responsible to the Contingent Commander (CC).</p> <p>This post will take two days per week devoted solely to CCF matters. The successful applicant will be entitled to holidays in line with their term time only contract which cannot be taken during term time, CCF training or camps. Time off in lieu is admissible and should be scheduled in. For example, after a working weekend a day off in the week is foreseen. The SSI can claim up to 51 days volunteer allowance at the current MOD rate for approved duties.</p> <p>The successful candidate will ideally be an ex-regular, reserve ideally a senior non-commissioned officer. Ideally with experience of dealing with young people, through a cadet team, a military outreach or a member of the cadet forces; the person appointed will appreciate the differences between training CCF cadets compared to other military personnel and understand the particular challenges facing CCF cadets.</p> <p>The SSI will play a key role in maintaining the high standards of the CCF by:</p> <ul style="list-style-type: none"> <li>Motivating staff and cadets to develop their own military and adventurous training skills to the highest possible standards through: internal training; attending courses provided by the various services and keeping training records on individuals; using the cadet management information systems (Westminster / Bader) to coordinate and plan consistent progress across all aspects of the training process.</li> <li>Maintaining environments and equipment to a standard that facilitates the efficient training of individuals in the CCF.</li> </ul>		

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- Carrying out general administration and maintenance duties, ensuring the efficient day to day running of the CCF.

#### Responsibilities:-

**Training Support:** Providing instruction and advice to CCF officers and cadets on military skills and training.

**Operational Management:** Managing CCF operations, including routine administration of stores, MOD issued kit and equipment, and CCF buildings.

**Safety and Security:** Ensuring all training activities are conducted safely and in accordance with relevant regulations.

**Liaison:** Acting as a liaison between the contingent and relevant authorities, such as Cadet Training Teams, JMC HQ Cadet Branch, MOD, Affiliated Regiment and other CCF Stakeholders

**Infrastructure Maintenance:** Being responsible for the maintenance of CCF infrastructure.

**Curriculum Development:** Preparing termly training programs as per the Army Cadet Syllabus for cadet training.

**Co-curricular Support:** Assisting with the co-curricular program, such as promoting The cadet experience and developing the respective single service USP such as skill at arms and shooting.

**First Aid:** Maintaining current first aid qualifications and attending refresher courses.

**Professional Qualifications:** Maintaining all other professional qualifications relevant to the role.

#### Person Specification – School Staff Instructor

Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
Skills Knowledge Aptitudes	• Be computer literate – Word, Excel, Email, Microsoft Teams etc	E	A I
	• Good administration skills – ability to control accounts, book transport and courses	E	A I
	• Awareness of Health and Safety	E	A I
	• Knowledge of relevant polices/codes of practice and awareness of relevant legislation	E	A I
	• Knowledge of Cadet forces ethos and desire to support encourage and develop cadets / supporting staff	E	A I
	• Ability to work on own initiative and under pressure	E	A I

	<ul style="list-style-type: none"> <li>• Ability to prioritise</li> <li>• Good communication skills, written and oral</li> </ul>	E E	A I A I
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Full, valid UK driving licence, with the ability to drive minibuses (category D1) or willingness to undertake training to fulfil the requirement</li> <li>• First Aid trained or willing to undertake training</li> <li>• Appropriate range management qualifications and to be current and competent in the cadet weapons or to be willing to attend courses, as necessary to become and maintain competence</li> <li>• Be willing to undergo militarily. civilian qualification training as required</li> </ul>	E E E E	A I A I A I A I
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Achieved a SNCO / Officer rank in the Regular / Reserve / Cadet Forces</li> <li>• Previous experience with Cadets or young people</li> <li>• A proven record of administration, preferably in a training environment</li> </ul>	D D D	A I A I A I
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Willingness to take on further responsibilities in the overall management of the CCF</li> <li>• Willingness to attend further training and development courses as detailed by the Contingent Commander and CCF Stakeholders</li> <li>• Smart, presentable and a mature, responsible approach</li> <li>• Calmness under pressure</li> <li>• Discrete and confidential</li> <li>• Enthusiastic with a confident, friendly manner</li> <li>• Self-motivating and the ability to work independently</li> <li>• Mentally and physically fit</li> <li>• Reliable and prepared to work long, sometimes odd flexible hours including weekends and week – long camps from home</li> </ul>	E E E E E E E E	A I A I A I A I A I A I A I A I

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	<ul style="list-style-type: none"> <li>• Good time management and organisational skills</li> </ul> <p>This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder All staff members participate in the school's performance management /appraisal scheme.</p>	E	A I
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Signature of post holder \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of headteacher \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service. As per MOD and single service(s) policy, the SSI will require national vetting at SC level**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

## School Staff Instructor (SSI)

1. The SSI is the key enabler of success in a CCF Contingent. They are school employees, recruited by the school to handle the administration and logistics for the Contingent. SSIs must be approved by the RPOCs, who should be involved in the recruitment process and regardless of whether there is an Army Section.

2. The SSI enables the Contingent Commander and other CFAVs to concentrate on forward planning, delivery, assessment, and supervision of cadet activities. The SSI works directly to the Contingent Commander. The responsibilities of the SSI are:

Activity	Responsible For
Organisation (incl. Governance and Compliance)	<ul style="list-style-type: none"> <li>Online access to all Publications and Pamphlets (MOD controlled documents explaining policy in all areas of training).</li> <li>The submission of records for audit where required.</li> <li>Ensuring all relevant policy is adhered to across Cadet Forces activity and equipment management.</li> </ul>
Personnel and Administration	<ul style="list-style-type: none"> <li>Maintaining up-to-date records for all Contingent Personnel</li> <li>Administer new CFAV and Cadet joiners to a Contingent</li> <li>Maintenance of Cadet Management Information Systems (MIS).</li> <li>Entering weekly Parade Registers onto MIS.</li> <li>Updating test results and qualifications MIS.</li> <li>Entering changes to Cadet and CFAVs details.</li> <li>Seeking out and booking relevant courses for both Cadet and CFAVs</li> <li>Oversight and administration of events on Cadet MIS (WESTMINSTER / BADER) to ensure compliance with Policy</li> <li>Linking appropriate courses to CFAVs to 'upskill' and 'up-qualify' existing CFAVs.</li> <li>Linking relevant courses and competitions to appropriate Cadet and working with the Contingent Commander to ensure that appropriate arrangements are put in place for them to attend.</li> <li>CFAV development. 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.</li> <li>CFAV Governance. Be the point of control for all mandated CFAV Governance training and checks (RBT, DBS, Security Clearance, Safeguarding etc).</li> <li>Making and managing bookings for external activities, including transport, training support, Defence Training Estate, stores, ammunition, and weapons.</li> <li>Ensuring these bookings are maintained, up to date, correct and actioned in a timely manner.</li> </ul>
Logistics, Medical and Finance	<ul style="list-style-type: none"> <li>Physical maintenance and operation of Equipment and Materiel Stores.</li> <li>The preparation and submission of bills to the Contingent Commander for the recovery of monies for equipment losses.</li> <li>Liaison with single Service support staff for single Service clothing and equipment issue.</li> <li>Checking of stores and maintenance of accurate registers to ensure that kit and equipment is not lost.</li> <li>Carrying out mandated checks on weapons.</li> <li>Reporting of faults, issues and damage to MOD issued equipment and weapons, and arranging for appropriate remedial action.</li> <li>Ensuring all relevant inspection regimes are adhered to and correctly administered and liaison with external bodies is conducted in a timely manner where required.</li> </ul>

Activity	Responsible For
	<ul style="list-style-type: none"> <li>• Carrying out weekly and monthly equipment and maintenance (i.e., ensuring weapon cleaning is carried out) checks, as required.</li> <li>• The control and maintenance of the Contingent clothing accounts, and records of issues and receipts for all Service Sections.</li> <li>• The centralisation of all demands for new clothing items due to kit losses.</li> <li>• The submission of bills to the Contingent Commander for kit losses.</li> <li>• The security of all accounts.</li> <li>• The control and maintenance of the Contingent Loan Stores account.</li> <li>• The raising of issue and receipt vouchers for all Loan Stores.</li> <li>• The maintenance and operation of the Loan Stores account.</li> <li>• Managing the collection and return of Loan Stores from the MOD or other Cadet Forces units where demanded.</li> </ul>
Activities and Training	<ul style="list-style-type: none"> <li>• Reconnaissance. Attending recces of proposed activities from an administrative standpoint and liaison with catering/accommodation points of contact.</li> <li>• Confirming and arranging Cadet activities and sServices Training Support Teams attendance.</li> <li>• The operation of administrative support for the Contingent during external activities.</li> <li>• Managing the Contingent Forecast of Events and carrying out action where required to ensure activities take place.</li> <li>• The recording of activities on MIS with appropriate supporting documentation and timely submission to single Service HQs where their advice, approval or assurance is required.</li> </ul>
Security	<ul style="list-style-type: none"> <li>• Security of all weapons and ammunition. Not all CCFs have weapons but for the majority of CCFs with RM and Army Sections this is a vital part of the SSI role in terms of the security and maintainance of weapons.</li> <li>• Be the point of contact within a Contingent for all matters relating to Security.</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Conferences. Attendance at all Chain of Command SSI conferences and briefings, and single Service conferences as required.</li> <li>• Ensuring all relevant parties are always aware of relevant information.</li> <li>• Ensuring both Cadets and CFAVs are aware of training <del>programs</del> programmes, lessons and upcoming events and activities.</li> <li>• Disseminating information to relevant people by appropriate means where required.</li> </ul>