****

**WYMONDHAM COLLEGE JOB DESCRIPTION**

**SCHOOL STAFF INSTRUCTOR - CCF**

|  |  |
| --- | --- |
| **Line Manager:** | **Commander CCF** |
| **Salary:** | Point 5 - 6 of the Support Staff Salary Scale  FTE £19,312 - £19,698 per annum  Pro Rata: £5,272 - £5,497 per annum (14 hours a week) |
| **Residential Status:** | Non Resident |

**THE POST**

The School Staff Instructor (SSI) to the College Combined Cadet Force (CCF) is responsible to the Contingent Commander for the administration of the Cadet Force and its associated activities and the post will also include instructing cadets.

Wymondham College is a member of the Sapientia Education Trust (SET).

On appointment, the successful candidate will be required to complete a six month probationary period.

**PERSON SPECIFICATION**

The personal competencies expected of all College support staff are:

* Have previous military experience (although this is preferable, it is not essential but applicants must be prepared to undertake Combined Cadet Force training as directed)
* Have strong communication skills in person and in writing;
* Be flexible in managing and planning daily, weekly and monthly workloads;
* Have a sound understanding of organising and delivering youth activities;
* Have a sound understanding of Health and Safety procedures;
* Be keen to develop their career in an educational setting;
* Hold a current driving licence;
* The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
* Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
* Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

**JOB SPECIFICATION**

**General Responsibilities**

The post-holder will be the SSI at the Wymondham College CCF. This will involve significant instruction with the cadets, administrative arrangements for the section and for arranging camps and other activities, administering the CCF funds and managing the CCF stores.

The post-holder will be required to comply with the Wymondham College Code of Conduct for Staff and Volunteers.

Wymondham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. He/She must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the College’s programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

**Specific Responsibilities**

* Attend weekly parades in uniform;
* Provide instruction in accordance with the CCF training programme;
* Open, direct and reply to all CCF correspondence as appropriate;
* Maintain stores, check receipts, check stores, arrange kit issue and maintain and order replacement kit as required;
* Check and maintain weapons and ammunition stores in accordance with current regulations;
* Be responsible for creating and maintaining a CCF hut inventory and ensuring that the hut is kept clean and tidy at all times;
* Generate and monitor works requests with appropriate agencies (either College or MOD);
* Manage and administer the CCF account in accordance with current accounting regulations;
* Provide administrative support for all CCF activities such as trips and visits;
* Provide administrative and organisational support for CCF Camps during the year;
* Attend at least one CCF camp during the year;
* The post-holder shall participate in the College’s programme of Performance Management and Continuing Professional Development;
* The post-holder shall undertake such other duties and responsibilities as the Contingent Commander may reasonably require.

**HOURS OF WORK**

|  |  |
| --- | --- |
| Paid Weeks per year | 35 |
| Working weeks | Term Time (normally 35 weeks), |
| Hours per week | The exact hours of work will be agreed in liaison with the Contingent Commander. |
| Normal Working Pattern | Monday and Tuesday |
| Unpaid Breaks | None |
| Holidays | Holiday pay entitlement is included in the salary for the post and there is no entitlement to take holidays during term-time. The salary includes an additional 5.07 weeks as holiday pay. |
| CPD Days | College CPD is included in the 35 week academic year and you will be expected to work on published CPD Days that fall into your normal working week. You may also be required to attend training at times and the additional hours can be taken as time-in-lieu or claimed on a timesheet when time in lieu is not possible. |

**REMUNERATION**

* Point 5 - 6 of the Support Staff Salary Scale
* FTE £19,312 - £19,698 per annum
* Pro Rata: £5,272 - £5,497 per annum (14 hours a week)

Annual holiday entitlement for full-time support staff is 33 days (including bank holidays), rising to 37 days after 5 years’ service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

College staff enjoy a number of fringe benefits, including free refreshments and midday meals during term time. The post holder will be entitled to join the Local Government Pension Scheme.

**DRESS CODE**

The post-holder will be expected to wear appropriate business attire / work-wear appropriate to the role and protective clothing will be provided by Wymondham College where appropriate. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Wymondham College employees.

**PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

**REVIEW**

The Job Description will be reviewed annually as part of Wymondham College’s Performance Management programme.