

Polam Hall School

**Job Description**

<b>Job Title:</b>	School Staff Instructor (CCF)	<b>Reporting to</b>	Contingent Commander(s) and Senior Leadership Team(s).
<b>Times</b>	4 days per week, Term Time based with flexibility for CCF calendar. (2 days at each establishment).	<b>Grade and Range:</b>	
<b>Resources</b>	All resources will be provided by the respective school and college.	<b>Contract</b>	Permanent

<b>Purpose and context:</b>	To undertake the role of School Staff Instructor for Polam Hall School Combined Cadet Force. To assist in the development of the CCF, which has until now been affiliated to Barnard Castle School CCF, but will be a unit in its own right from January 2021.
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<p><b>Main duties:</b></p> <ul style="list-style-type: none"> <li>• To plan and assist the development of the Combined Cadet Force.</li> <li>• To organise and plan experiences to enhance the Cadet provision such as field exercises and military visits.</li> <li>• In consultation with the Contingent Commander, plan and deliver the Cadet experience.</li> <li>• General administration of the Cadet Unit including annual submission for school resources and ensuring that these resources are used to enhance the quality of the provision.</li> <li>• Supported by the Contingent Commander, seek funding from a variety of funding streams to ensure the sustainability of the Cadet Unit.</li> <li>• Play a lead role in the mentoring of cadets.</li> <li>• To act as administrator for cadets and contingent Cadet Force Adult Volunteers (CFAVs) and to supply and organise all Combined Cadet Force services, including the issue, control, maintenance and purchasing of clothing and equipment.</li> <li>• Carry out all day-to-day liaison with the Cadet Training Team (CTT) and other agencies as necessary.</li> <li>• To ensure the maintenance and presentation of all Combined Cadet Force and School Adventurous Training equipment.</li> </ul>
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- Take responsibility (in liaison with the Combined Cadet Force Contingent Commander) for all issues related to weapons, including all weapon inspections, repairs in line with Ministry of Defence (MOD) requirements and an agreed maintenance plan, including the security of fire arms.
- Collate all information required and returns to the MOD regarding equipment, qualifications, controls and records of all weapon loans to other schools.
- Manage the use of transport for Combined Cadet Force activities including the recording (and receiving) of all costs and vehicle hire charges.
- Maintain an awareness and knowledge of MOD amendments, advice and document control.
- Act as advisor to all CFAV's and immediate support to the Contingent Commander.
- Administer all camps and training programmes (as detailed & supported by the Contingent Commander).
- Assist the Contingent Commander and other CFAVs with the effective use of the Westminster Cadet Management Database.
- Assist the Cadet Training Team when the CCF are attending shooting competitions.
- Conducting reviews of accounts with the Contingent Commander.
- Any other duties as may reasonably be requested as duties and responsibilities may vary as the CCF develops
- Be responsible for promoting and safeguarding the welfare and protection of children, working within policies and procedures.
- Take care of own and other's health and safety whilst on site.

The JD and PS will be reviewed regularly, and any changes will be made in consultation with the post holder.

These responsibilities are not exhaustive, and the post holder is expected to carry out any other related reasonable duties commensurate with their skills, abilities and grade.

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### Person Specification

#### School Staff Instructor

E = Essential criteria, D = Desirable criteria

#### Qualifications

##### Experience and Knowledge

- E - Previous experience working in a military or a related service.
- E - Awareness of Health and Safety in a Military/Cadet environment and risk assessment processes.
- E - Knowledge of the Cadet forces ethos and a desire to support, encourage and develop Cadets.
- D - Experience of working in an educational setting.
- D - Hold or have held rank of Senior Warrant Officer (SNCO)/Warrant Officer (WO)/Officer.
- D - One or more of the following: SA(90)B Range qualification, SAA – Train and Weapon Cadets, SA07(M) or equivalent, SML or JSMEL, KGV1 Course at CTC, SP/RLT climbing qualifications, HAZMAT qualifications, First Aid at Work – Qualified, Outdoors activity qualifications (RYS.BCU etc), Duke of Edinburgh
- D - Previous experience using the Westminster MoD Database.
- D - Company Quarter Master (QMS) qualification or store ACCT experience.
- D - Experience taking responsibility for leading trips/activities with children/young people.
- D - Clean Driving Licence with category D1 (Minibus driving)

##### Skills and Abilities

- E - Good numeracy and literacy skills
- E - Excellent ICT and administrative skills.
- E - Ability to work on own initiative and organise work with minimal supervision and meet deadlines.
- E - Ability to communicate at an appropriate level both written and orally.
- E - Ability to relate effectively and confidently to young people with consistency and empathy.

##### Motivation

- E - Appropriately motivated to work with children & young people.
- E - Ability to form & monitor appropriate relationship & personal boundaries with children & young people.
- E - Willingness to take on further responsibilities in the overall management of the CCF.
- E - Motivated to perform the job well and to continuously develop
- E - Commitment to trust / academy ethos and values.

##### Personal Qualities

- E - Reliability

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- E - Emotional resilience appropriate to level of job and responsibilities
- E - Appropriate attitudes to use of authority & maintaining discipline.
- E - Ability to establish good working relationships with all relevant key contacts
- E – Strong team ethic, supportive of others and covering for other staff if needed
- E - An understanding of child protection and safeguarding in educational establishments
- E - Commitment to improving practice through reflection, appropriate professional development of oneself and others. Being open to giving and receiving advice and feedback

### **Special Conditions**

- E – Flexible approach to working hours, including ability and availability to attend weekends and week-long camps away from home.
- E - All postholders will be required to undertake an enhanced DBS check. Individuals on the children’s barred list (and adults barred list where relevant) should not apply.