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| **Job Description** | |
| **Job title:** | School Staff Instructor |
| **Responsible to:** | Contingent Commander |
| **Liaising with:** | All school staff, Area Instructors, Royal Navy CCF HQ, Local Royal Navy Units, Other Cadet Units, EMAT senior leadership teams, parents/carers, trust central team, governors, other trust schools, external agencies, relevant support staff. |
| **Pay range:** | £32,000 per annum (up to – SCP 18-23 + MoD Allowance) |
| **Contract terms:** | Permanent |



All staff should be committed to the school and East Midlands Academy Trust’s purpose to provide a relentless focus on great leadership and management and outstanding teaching. East Midlands Academy Trust is committed to support the school leaders, teachers and support staff to be the best they can be.

**Role of the School Staff Instructor**

Northampton International Academy wishes to appoint an experienced and suitably qualified individual as the School Staff Instructor (SSI) to support the Contingent Commander of NIA Combined Cadet Force (CCF), Royal Navy Detachment.

The post holder will support the Contingent Commander in establishing and running its Royal Navy Detachment. The role of the CCF SSI will be to ensure the effective operation of all aspects of the CCF with some additional whole school responsibilities. The successful candidate will be committed to developing the very highest standards for the CCF. The candidate will be well qualified with recent training experience and be able to add significant value to the CCF and other whole school responsibilities.

We are looking for a self-motivated SSI who will use their initiative to contribute effectively to the development of the CCF and other whole school responsibilities. An individual who is passionate about the CCF; with the ability to think creatively to generate the growth and engagement of the CCF with both students and adults.

**Purpose of the Job**

The purpose of the role is to contribute towards the provision of high quality enrichment opportunities for our students.

The role of the SSI will be to assist in ensuring the effective establishment and operation of all aspects of the CCF. Additionally, the SSI will support Northampton International Academy with responsibilities as outlined below as ‘whole school responsibilities’. The successful candidate will be committed to developing the very highest standards for the CCF.

**Responsibilities**

In all aspects of the job relating to CCF activities the SSI will report to the Contingent Commander. The SSI is to provide the liaison between the contingent and the CCF RN HQ and Area Instructors. The following requirements, whilst being comprehensive, are not exhaustive and may be amended by agreement between the Contingent Commander and the SSI. This includes:

1. **Safety**

Be conversant with all safety regulations as laid down in CCF documentation, and by MOD Health and Safety authorities to ensure that the correct standards are maintained in all aspects of training. Produce written instructions for all training activities. Maintain current first aid qualification, attending refresher courses as required. Maintain all other professional qualifications pertaining to the role.

1. **Buildings**

Liaise with safety inspectors and implement requirements following inspections. Be responsible for the maintenance of CCF infrastructure through the various authorities, East Midlands RFCA, MOD and school Health and Safety and Maintenance department.

1. **Inspections**

Prepare for, and be in attendance for all periodic inspections as follows:

* Biennial Inspection
* Equipment Care Inspections (ECI)
* Mandatory Equipment Inspection (MEI)
* Portable Appliance Testing (PAT)
* Unit fire inspection
* Unit security inspection
* Alarm testing
* Electrical installation inspection
* Annual radiation return

1. **Officer Training, Recruitment and Retention**

* Maintain comprehensive Personal Files for all officers on strength.
* Liaise with HQ CCF RN regarding all aspects of CCF personnel and administration.
* Arrange for delivery of commissioning papers for new officers, and assist in completion and submission.
* Arrange security vetting.
* Advise on officer training courses.
* Apply for and arrange loading on Westminster database of officers on qualification courses e.g. CCF Initial Courses, AT training, first aid etc.
* Update Cadet Force databases, namely Westminster with changes to officers’ status.
* Arrange for supply of officer uniform.

1. **Databases**

* Use Schoolbase to obtain cadet records, administrate events and record attendance as required.
* Write and input termly reports on cadets’ performance.
* Maintain up to date records of CCF officers, to include length of service, courses undertaken, promotions, qualifications and any other relevant details.
* Maintain officers’ pay records.
* Manage cadet records (ensure all data is complete and up to date).
* Complete weekly parade registers.

1. **Meetings**

* Attend all contingent officer meetings.
* Attend meetings at CCF RN HQ, brigade, etc. as required.

1. **Training**

* Maintain discipline within the contingent.
* Monitor training to ensure completeness and compliance with MOD directives and safety.

1. **Parade Days**

* Assist with the planning and preparation of the relevant training programmes; publish for all contingent officers, and supporting units.
* Maintain a high standard of turnout and discipline.
* Ensure NCOs carry out designated tasks.
* Teach specific subject periods when required.
* Be available for evening and/or weekend training sessions as required.
* Ensure the quality of instruction by officers and cadet NCOs.

1. **Cadet NCOs**

* Maintain good working relationships with all NCOs, particularly the Senior NCOs.
* Advise and assist with NCO development and maintenance of standards of instruction and leadership.

1. **Weekend Exercises / Field Day and Camps (when required)**

* Attend weekend exercises, camps, term-time field days and occasional training days and parades as required.
* Plan and write training exercises as required.
* Review content of the weekend training exercises prior to submission to Training Safety Advisor.
* Assist staff with the writing of risk assessments.
* Manage the bookings and all aspects of planning for training events including accommodation, transport, feeding and equipment.
* Manage logistics whilst on camps including daily ration returns, use of hired transport and equipment care.
* Complete Authority to Train requests and submit for approval.
* Procurement of additional stores, including collection and delivery, and local purchase where applicable e.g. rations and loan equipment.
* Reconnaissance of training areas and attendance at training area conferences.
* The take over and hand over of training areas and accommodation.
* Compile nominal rolls for all exercises annotated with medical conditions, special needs, dietary requirements etc.
* Write and distribute admin instructions as required.
* Issue loan equipment to cadets and maintain records, ensure swift return on completion of exercises and follow up any late returns.
* Compile a list of charges for any lost equipment owned by the CCF.
* Report any MOD equipment faults.

1. **Equipment and Stores**

* Be responsible for all non-financial accounts including clothing and stores.
* Order all clothing, rations and expendable items, using the recognised demand process.
* Supervise and record the issue and receipt of stores items.
* Organisation and maintenance of CCF stores.
* Procurement of CCF locally purchased equipment.
* Maintain records of clothing and equipment issued by MOD.
* Organise the repair and exchange of clothing and requests for additional clothing.
* Be responsible for the storage and issue of training publications and training aids.
* Organise purchase of boots and bulk ordering of clothing for new recruits in readiness for start of the school year.
* Liaise with school Health and Safety department regarding all aspects of Health and Safety in the CCF stores.
* Produce and update standing orders pertaining to the stores.

1. **Personnel Administration**

* Assist with the application and enrolment of new cadets.
* Maintain unit nominal roll and update as required.
* Check weekly parade registers.
* Maintain and update CCF notice boards as required.
* Enrol cadets onto external courses, process applications and distribute joining instructions.
* Update unit events on the Westminster database.

1. **Whole School Duties**

* Manage school vehicle fleet.
* Manage Adventurous Training (AT) stores.
* Provide extra-curricular outdoor pursuits opportunities for non-cadet students.
* Assist with the delivery of aspects of the school curriculum, primarily active activities, as required.
* Assist with student support team as required.
* Any other duties as directed by the Line Manager (Contingent Commander).

**Conditions of Employment**

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers’ Pay and Conditions Document, the Education Act, the required standards for Qualified Teacher Status, subsequent Orders in terms of duties and working time.

**Review and Amendments**

This job description is normally subject to an annual review. It may be amended at the request of the Head Teacher or the post holder but only after consultation with the post holder. It will be signed if agreement is reached.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

**Additional duties**

Whilst every effort has been made to explain the main duties and responsibilities please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

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.

**N.B.** The post holder will carry out his/her responsibilities in accordance with the Trust’s equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

**Health and Safety**

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and students.

**Safeguarding**

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

**Equal Opportunities**

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

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| Compiled by: **HR** | Revision Number: vX |
| Approved by Headteacher: | Revision Date \_\_\_/\_\_\_/\_\_\_ |
| Approved by HRBP: | Date: \_\_\_/\_\_\_/\_\_\_ |
| Agreed by Headteacher: | Date: \_\_\_/\_\_\_/\_\_\_ |
| Agreed and signed by post holder: | Date: \_\_\_/\_\_\_/\_\_\_ |

**East Midlands Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**All appointments are subject to safer recruitment requirements.**

**This post is subject to an Enhanced DBS Disclosure**

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|  | **Essential** | **Desirable** |
| **Education and Qualifications** | | |
| Minibus driver |  | **X** |
| First aid qualifications |  | **X** |
| AT qualifications |  | **X** |
| **Experience** | | |
| An ex-regular or reservist SNCO / WO / Officer or have extensive experience of the Cadet Forces |  | **X** |
| Previous experience with cadets or young people |  | **X** |
| **Knowledge and understanding** | | |
| Knowledge of the Cadet Forces ethos and a desire to support, encourage and develop Cadets | **x** |  |
| Have a sound understanding of the G4 process | **x** |  |
| **Skills and Attributes** | | |
| Experience working with young people in or outside of an educational setting | **x** |  |
| Understanding and experience of pastoral care |  | **x** |
| Understanding and experience of behavioural strategies to encourage positive attributes and behaviours in young people, self-efficacy, and metacognition |  | **x** |
| Experience in mediation and restorative approaches with young people |  | **x** |
| Previous training completed in safeguarding |  | **x** |
| **Personal Qualities** | | |
| Reliable | **x** |  |
| Enthusiastic | **x** |  |
| Ability to work independently | **x** |  |
| Ability to work under pressure | **x** |  |
| Be prepared to work long, sometimes odd, flexible hours when on weekends and camps away from home | **x** |  |
| **Further requirements** | | |
| Clean driving licence | **x** |  |
| IT literate | **x** |  |

**Person Specification**

# **Notes:**

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post holder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_