



# Isca Academy – Job Description

<b>Job Title:</b>	<b>School Staff Instructor</b>
<b>Location:</b>	Isca Academy
<b>Responsible to:</b>	The Contingent Commander
<b>Salary Grade:</b>	F (Range - £8601.6 to £9670.2)
<b>Hours:</b>	Part time 11 hours per week (15 per week in the first year) equivalent to 2 days per week. This is an all year round contract to account for holidays and weekend working in term time.

## Key Purpose of Job

To be the central point of contact and liaison for the CCF Unit in regards to the administration and logistics and to oversee and sometimes plan directly, the safe, engaging and enjoyable training for our cadets.

## Key Duties and Accountabilities

### Liaison

The SSI will be expected to:

- provide the liaison between the contingent, CCF RN HQ, Royal Marines Youth Team (RMYT) and the SW Cadet Training Team (CTT);
- maintain strong working relationships with all RMYT and CTT staff, as well as other cadet units, UOTCs and Army Reserve Units.
- attend all contingent officer meetings, as well as meetings with RMYT, CTT, CTC Frimley, CTC Lymptone, brigade, training area allocation conference, etc., as required.

### Safety

The SSI will be required to:

- 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, including ranges and exercises;
- maintain a current first aid qualification, attending refresher courses as required;
- maintain all other professional qualifications pertaining to the role.

### Inspections

The SSI will need to prepare for, and be in attendance for (in line with their working pattern), all periodic unit inspections. Examples of which are below:

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.

### CFAV Training, Recruitment and Retention

The SSI will be expected to:

- maintain comprehensive P-Files (Personal Files) for all CFAV's on strength;
- liaise with CCF RN HQ regarding all aspects of CCF personnel and administration;

- arrange for delivery of commissioning papers for new officers, and assist in completion and submission, in consultation with the contingent commander;
- arrange security vetting;
- advise on officer training courses;
- apply for and arrange loading for Westminster database of officer and CFAV's on qualification courses;
- update Cadet Force databases, namely Westminster, with changes to officer and CFAV status;
- Indent for supply of officer / CFAV uniform.

### **Cadet Databases**

The SSI will be expected to:

- maintain up to date records of CCF officers, to include length of service, courses undertaken, promotions, qualifications and any other relevant details;
- maintain officers' / CFAV pay records (for CCF activity and through the MOD – not school pay);
- manage cadet records, ensuring all data is complete and up to date;
- complete weekly parade registers.

### **Training**

The SSI will be responsible for:

- supporting with the discipline within the contingent;
- supporting and assisting with any training or activities when help is required;
- monitoring training to ensure completeness and compliance with MOD directives and safety;
- maintaining good working relationships with all CFAV's and cadets, particularly the Senior NCOs, assisting with NCO development and maintenance of standards of instruction and leadership;
- assisting with the planning and delivery of parade days to a high standard.

### **Weapon Training (when available)**

- The SSI will be responsible for the planning, issue and supervision of weapon training and testing.

### **Weekend Exercises/Field Days and Camps**

The SSI will be expected to:

- attend weekend exercises, term-time field days and occasional training days and parades;
- plan and write training exercises as required, and review the content of weekend training exercises written by the section officers prior to submission to Training Safety Advisor;
- assist staff with the writing of risk assessments and training related documents;
- 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, ammunition issue and equipment care;
- complete Authority to Train requests and submit these for approval;
- procure, collect and deliver additional stores;
- Collect and deliver additional weapons and ancillaries from supporting units in accordance with Security Standing Orders;
- Reconnaissance of training areas and attendance at training area conferences;
- Take over and hand over of training areas and accommodation where required;
- Compile nominal rolls for all exercises annotated with medical conditions, special needs, dietary requirements, etc;
- Write and distribute admin instructions as required;
- Complete paperwork in relation to the usage of training areas and ranges;
- Plan and conduct blank firing exercises (if needed) and range practices in accordance with the rules laid down;

- Inspect and return all ammunition and supporting paperwork at the end of a training period;
- Issue loan equipment to cadets and maintain records, ensure swift return on completion of exercises and follow up of late returns;
- Compile a list of charges for any lost equipment owned by the CCF;
- Report any MOD equipment faults.

### **Equipment and Stores**

The SSI will be expected to:

- Be responsible for all non-financial accounts, including ammunition, clothing and stores;
- Order all clothing, rations, ammunition and expendable items, using the recognised demand process;
- Supervise and record the issue and receipt of stores items, and organise and maintain the CCF stores;
- Procure CCF locally purchased equipment;
- Maintain records of clothing and equipment issue by the 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 the purchase of boots and bulk ordering of clothing for new recruits in readiness for the start of the school year;
- Liaise with the school's Health and Safety Officer regarding all aspects of Health and Safety in CCF stores;
- Produce and update standing orders pertaining to the stores, arms and ammunition.

### **Supervision/ Line Management Responsibilities of the Post**

- This post does not include supervisory responsibilities.

### **Working Environment and Conditions of the Post**

- Outdoors – training areas/ranges, school grounds, parade squares and adventure training locations, in all weathers.
- Normal office environment.

### **Other Duties**

All Isca Academy staff are expected to:

- Ensure that the aims, priorities and policies of the Academy and Trust are adhered to, including the staff Safeguarding Code of Conduct.
- Attend parents, staff and team meetings as required, making a valued and professional contribution.
- Undertake break, lunch and after school supervision as agreed, according to Academy policy.
- Encourage the good conduct of all students and at all times on the Academy site and within its vicinity.
- To make a full commitment to personal professional development, engage positively in organised professional development activity and staff appraisal procedures.
- Maintain respectful and effective communication with students and other staff, including attendance at briefings and through completing student report cards and logs as appropriate.
- Maintain respectful, positive and effective communication with parents, including phone calls and letters home, as appropriate.
- Maintain positive and effective communication and liaison with partner schools and the wider community, as appropriate.
- Act as an advocate of the Academy and its pupils in all circumstances, ensuring every opportunity is taken to celebrate our success.
- To carry out other duties as reasonably requested by the Headteacher.

### **Other Information**

- The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity. As an employee, you are representing

the Trust and must support and demonstrate your commitment to the Trust's ethos and anti-discriminatory practices.

- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking or vaping in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- The post holder may be required to move their base to any location within the Trust upon request.
- As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.
- This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

**This job description is subject to review by consultation.**

## CCF School Staff Instructor: Person Specification

	ESSENTIAL/ DESIRABLE	How Assessed*
<b>Experience</b>		
An ex-regular or reservist SNCO/officer or have extensive experience of the cadet forces	E	AF/C/R
Positive experience of working with children	E	AF/R
SAA instructor	D	AF/C
Experience of working in a school or within the cadet organisations	D	AF/R/C
Experience of managing groups and individuals	E	AF/R
<b>Qualifications and training</b>		
Good level of general education including English at level 2	E	AF/C
Holds adventure training / outdoor education qualifications that are relevant to the role and activities undertaken at the school.	E	AF/C
HAZMAT qualifications	D	AF/C
First Aid qualification	D	AF/C
Additional AT qualifications	D	AF/C
RQMS/CQMS or equivalent experience	D	AF/C/R
Range qualifications	D	AF/C/R
Qualified as an Exercise Conducting Officer	D	AF/C/R
Minibus driver	D	AF/C
<b>Knowledge and Skills</b>		
Knowledge of the cadet forces ethos and a desire to support, encourage and develop cadets	E	AF/R/I
Have a sound understanding of the G4 process	E	AF/R/I
IT literate	E	AF/R/I
Ability to work under pressure	E	R/I
Ability to prioritise workload	E	R/I
Knowledge of health and safety	E	AF/R/I
Excellent communication skills both orally and in writing	E	R/I
<b>Qualities</b>		
Reliable and enthusiastic	E	R/I
Able to work independently and positively within a team	E	R/I
Passionate and committed	E	R/I
<b>Other</b>		
Clean driving license	E	AF/R/C
Be prepared to work long, sometimes flexible hours when on weekends and camps away from home.	E	R/I
Must pass <i>all</i> relevant safeguarding of children checks	DBS checks, self-declaration and interview	

\*AF= Application Form; C = Certificate; R= References; I= Interview