

Job Title: School Staff Instructor	Pay Scale: PPS15 to PPS 19 52 weeks, 22.5 hours per week
Normal Place of Work: The Priory Federation of Academies Trust	Line Manager: The Headteacher and the Contingent Commander.
<p>Role Summary: The Priory Federation of Academies Combined Cadet Force combines 4 academies working together to provide the CCF experience to its students. The role will be to organise and deliver military training to ensure the smooth and efficient running of the contingent. Candidates should have experience of regular or reserve force service. The School Staff Instructor is crucial to the CCF's success.</p>	

DUTIES AND RESPONSIBILITIES

Key Responsibilities

1. To be responsible for assisting in the provision of the CCF within the Academies:
 - Daily administration, storage and control of arms, ammunition and equipment
 - Administering the Westminster online system to track attendance, update training records, gain access to courses and to provide data to 7X Brigade and HQ Air Cadets
 - Logistics including administering weekly, monthly, 6 monthly and annual inspections
 - Maintaining the CCF premises
 - Coordinating resources and equipment on parade nights and all exercises
 - Administration, planning and preparation for camps, training and parades
 - Undertaking risk assessments for all trips and exercises
 - Arranging staff development training for CCF officers and adult volunteers
 - Arranging cadet development training and courses including Adventurous Training
 - To attend all parade nights, trips and exercises for the CCF
 - Assisting the Contingent Commander with any other duties required

2. To manage the Academy Indoor Rifle Range:
 - Ensuring the maintenance and safety of the Indoor 25M range and all targetry and fittings, in consultation with the Contingent Commander and LAND Range Officer.
 - Liaise with Safety Inspectors and implement requirements following regular range inspections.
 - Maintenance of CCF buildings and Range through the various authorities, SERFCA, MOD and School Maintenance Departments.
 - Managing external bookings for range and ensuring access to range

3. To have a whole school responsibility as stipulated by the Head.

Such other duties as may be determined from time to time within the general scope of the post.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Head Teacher, SLT and all Trust staff	To ensure a high quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person Specification – School Staff Instructor

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Field Training exercise course (M Qual)	X		AF / Cert
Skills at Arms Instructor (SAAI)	X		AF / Cert
RCO – Long and short ranges		X	AF / Cert
CQMS & RQMS Course		X	AF / Cert
D1 License (Minibus)	X		AF / Cert
First Aid at Work		X	AF / Cert
Ammunition Store Person		X	AF / Cert
City and Guilds Teaching Qualification		X	AF / Cert
Military / National Governing Body Adventure Training Qualifications- For example- Mountain Leader		X	AF / Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
of military stores / equipment care	X		AF / IV
of storage/ use of arms and ammunition/ HAZMAT	X		AF / IV
Recent and relevant experience of working in an office/administration environment	X		AF / IV
High standards of accuracy	X		AF / IV
Ability to work with sensitive and confidential data	X		AF / IV
SKILLS AND ABILITIES			
Able to work positively with young people	X		AF / IV
Instructional skills / coaching skills	X		AF / IV
Able to plan and deliver infantry training exercises		X	AF / IV
Excellent oral and verbal communication skills	X		AF / IV
Ability to work on our initiative as well as part of a team	X		AF / IV

*Key to how skills are assessed:

AF = Skill assessed via application form

AT = Skill assessed via test/work-related task

IV = Skill assessed via interview

Cert = Certificate checked at interview

I have read and accept the content of the job description.

Signed Line Manager :

Dated:

Signed Employee.....

Dated.....