

Job title:	School Staff Instructor	Salary:	£30,000 per annum	Contract term:	Permanent
-------------------	-------------------------	----------------	-------------------	-----------------------	-----------

Responsible to:	Principal and Contingent Commander	Responsible for:	N/A
------------------------	------------------------------------	-------------------------	-----

Mossbourne Federation

The Mossbourne Federation is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Since 2004 the Federation has nurtured Sir Clive's dream by fostering kind, courteous, hard-working and well-rounded learners by providing an outstanding education based on the core values of 'Excellence', 'No Excuses' and 'Unity'. Through upholding these core values, Mossbourne will be the first academy federation whose schools are without exception, exceptional.

The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning within The Mossbourne Federation.

The Mossbourne Federation comprises four academies: Mossbourne Community Academy (secondary, and which includes The Mossbourne Federation Sixth Form), Mossbourne Victoria Park Academy (secondary), Mossbourne Parkside Academy (primary) and Mossbourne Riverside Academy (primary).

Mossbourne Community Academy

The federation's first school, Mossbourne Community Academy (MCA), is built on high expectations and doing right by the students in order for them to succeed. MCA has not only changed the face of education in Hackney, but has also raised the bar in educational expectations to the highest level, achieving recognition nationally for setting a new benchmark for non-selective comprehensive education. All students regardless of background or ability are encouraged to achieve and fulfil their true potential. With outstanding GCSE and A-level results Mossbourne Community Academy is placed in the top 1% of schools in the country furthermore 86% of MCA students achieve 5, A*-C GCSE including English Language and Mathematics.

The Role

The Mossbourne Community Academy Combined Cadet Force (CCF) will form an integral part of the extra-curricular life of the school. The School Staff Instructor (SSI) will play a formative role in establishing the Combined Cadet Force as a major part of the learning and leadership development opportunities offered to the students of the school. Students will volunteer for the Combined Cadet Force and the School Staff Instructor will have a marketing role to develop the contingent from its initial level. There is

an expectation that the School Staff Instructor will take a key role in the future direction of the Combined Cadet Force.

The Contingent Commander is responsible to the Principal for the Safeguarding of the Combined Cadet Force Cadets. The School Staff Instructor is responsible for assisting the Contingent Commander with this by promoting and safeguarding the welfare of the children and young people for whom they are responsible, or with whom they come into contact. The School Staff Instructor will adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out the duties of the post the School Staff Instructor becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's child protection officer or to the Principal.

Key Accountabilities

Responsibilities include:

- Accounting for, storing and maintenance of all MoD and unit clothing and equipment, in line with MoD policy.
- Dealing with mail (both incoming and outgoing), maintaining an up-to-date filing system and the WESTMINSTER database of staff and cadets.
- Ensuring that all staff mandatory tests are completed in good time and entered onto the database along with cadet training progress. Ensuring that officers and instructors are kept abreast of the latest directives from MoD and outside agencies.
- Producing, displaying and filing "Part 1 weekly routine orders".
- Responsible for ensuring all training material has the correct amendments as issued by MoD, and all training material is stored in accordance with its security rating.
- Responsible for the liaison with the assigned MoD Administrative Assistant (CTT CQMS) in respect of ordering, updating, quarterly checks, writing-off and other stores matters. This encompasses the maintenance of clothing, boots, badges, and equipment, making them available to the unit as required. Indenting and accounting for ammunition and pyrotechnics.
- The post holder will be expected to collect and return stores to the appointed locations.
- Responsible for ensuring that the MoD requirements concerning "Equipment Care" are met, organising and recording the mandatory inspections (MEI / LEA), carrying out minor maintenance of equipment where necessary. When cadets join the unit, the SSI is to issue uniform, on leaving the unit this uniform and equipment is to be accounted for. The post holder is responsible for complying with LFSO 6102 (Sixth Revised) to ensure all recovery procedures are followed.

Routine Training Administration

- Assisting staff with training programmes if requested, including support to Training Officer.
- Booking facilities as required by officers, ensuring records are kept of facilities booked within and outside school to maximise usage and avoid clashes.
- Issuing and return of all training stores as required for weekly parades and camps.
- Assisting officers and cadet NCOs in the preparation of materials for lessons and activities.
- Booking training areas, ranges, transport, accommodation, rations ammunition and additional arms and equipment from loan pools.
- Completion of the Notice To Train (NTT) application and liaise with the Training Safety Advisor

(TSA) to ensure all authorities are in place prior to activities taking place.

- Attendance at unit camps and a selection of other activities will be compulsory.
- Assisting in other duties associated with the Contingent deemed appropriate by the Contingent Commander.
- Expected to attend and take part in all CCF organised trips and activities as well as running catch up session, if required.
- Provide development of contingent staff through conducting initial training, as well as directing and supporting developmental officer training.

Discipline, Health and Safety

- Maintain standards of discipline and dress within the unit, and to provide health and safety cover.
- Responsible for the reporting of any accidents within the unit and the maintenance of risk assessments for all activities undertaken.
- Responsible for contacting parents to ascertain reasons for non-attendance on parade evenings and the various organised activities.

Ceremonial and Special Events

- Responsible for ceremonial events including the annual Remembrance Sunday parade, Armed Forces Day parade, and the Biennial Inspection. Other events as directed.

Security

- The post holder will be the Unit Security Officer and will apply all school and MoD rules to the security of all unit accommodation, publications, clothing and equipment including arms, ammunition and pyrotechnics.
- Completion and submission in good time, all forms related to the movement of arms, ammunition and pyrotechnics.
- Conduct an annual Establishment Security Self-Assessment (ESSA).

Other Duties

- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

<u>Person Specification</u>				
Essential [E] or Desirable [D]	Requirements	Assessment Criteria		
		Interview	Application form	Task
Experience				
D	<ul style="list-style-type: none">• Previous experience in a similar position preferably in a school based environment	✓	✓	
E	<ul style="list-style-type: none">• Confidence in handling new situations, and leading from the front	✓	✓	
E	<ul style="list-style-type: none">• Punctuality, reliability and ability to maintain a high level of confidentiality	✓	✓	

E	<ul style="list-style-type: none"> Ability to communicate positively and effectively at all levels with excellent written and spoken English 	✓	✓	
E	<ul style="list-style-type: none"> Ability to effectively multi-task, work to tight deadlines and prioritise workload in a busy environment, paying attention to detail 	✓	✓	
E	<ul style="list-style-type: none"> Ability to be an effective team member using initiative, being proactive and having a flexible approach to work 	✓	✓	
E	<ul style="list-style-type: none"> Able to work in a changing environment, and be open to new ideas 	✓	✓	
Qualifications				
D	<ul style="list-style-type: none"> Minimum of 5 GCSE passes (including English) 	✓	✓	
D	<ul style="list-style-type: none"> A' level qualifications 	✓	✓	
IT knowledge				
D	<ul style="list-style-type: none"> Ability to swiftly adapt to and utilise new/various systems/software 	✓	✓	
D	<ul style="list-style-type: none"> Advanced knowledge of the Microsoft Office Suite, specifically Word and Excel is an essential requirement of the role 	✓	✓	
Behavioural Competencies				
E	<ul style="list-style-type: none"> excellent analytical and multi-dimensional communication skills 	✓	✓	
D	<ul style="list-style-type: none"> strategic approach, ability to see the 'big picture' and also think 'outside of the box' 	✓	✓	
E	<ul style="list-style-type: none"> ability to meet ALL deadlines internally and externally ensuring output consistently is of an exemplary standard 	✓	✓	
E	<ul style="list-style-type: none"> the initiative to work independently with minimal supervision 	✓	✓	
E	<ul style="list-style-type: none"> must have the upmost integrity as well as high levels of motivation and commitment. 	✓	✓	
E	<ul style="list-style-type: none"> proactive approach and efficient time management and prioritisation skills 	✓	✓	
E	<ul style="list-style-type: none"> genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Federation 	✓	✓	
Applicable to all staff				
E	<ul style="list-style-type: none"> undertake training as required to so in order to fulfil the requirements of the role 	✓	✓	

E	<ul style="list-style-type: none"> support Mossbourne's efforts both verbally and non-verbally (i.e. via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings 	✓	✓	
E	<ul style="list-style-type: none"> play an active role in terms of Safeguarding all students and adults 	✓	✓	

Mossbourne Federation reserves the right to modify the above contents in order to ensure the needs of the Federation and the students are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.