



## RECRUITMENT PACK

# School Staff Instructor (Roundhay School Combined Cadet Force)



ROUNDHAY  
SCHOOL

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# Job Application Pack

## SCHOOL STAFF INSTRUCTOR

### (ROUNDHAY SCHOOL COMBINED CADET FORCE)

*Secondary – Permanent – Part-time (1 day/week - 7.5 hours)*  
*Scale Point SO1 point 23 (actual salary £5,531 p.a.\*) – Start As soon as possible.*

\*Plus, MOD allowance (approximately £80 per day) paid for up to 51 days of additional time annually plus up to 34 volunteers' days (approximately £80 per day) in January-August 2024 funded by the DfE and further volunteer days in future academic years for events as agreed.

Governors are seeking to recruit an inspirational, dedicated, innovative and ambitious individual to join the Combined Cadet Force at Roundhay School. The successful candidate will support the Contingent Commander and Cadet Force Volunteers to ensure the performance of all cadets both in and outside the classroom and will be willing to do 'whatever it takes' to ensure our cadets reach their full potential.

Due to the nature of the role, applications will be shared with representatives of the Ministry of Defence who will be involved in the recruitment process. Any offer of employment will be subject to the successful completion of all documentation required by the Ministry of Defence, and the necessary security clearance, in addition to the school's pre-employment checks.

To apply for this position please click on the link below to go to our Vacancies page.  
<https://www.roundhayschool.org.uk/headteacher-welcome/vacancies>

At our Vacancies page you should download the Non-Teaching application form which should be completed in full please. Once complete, please email your application form back to us, before the closing date, to [recruitment@roundhayschool.com](mailto:recruitment@roundhayschool.com).

**The application deadline for this position is 9.00am on Tuesday 9 January 2024.** Please note, we encourage early applications and reserve the right to close this vacancy at any time.

Please remember to detail in your application your experience, the impact your appointment will make in terms of raising standards at Roundhay School and why you are the ideal candidate. All gaps in employment must be clearly accounted for. Please also be aware that we are not permitted to accept CVs. Further information, policies and guidance are available at our Vacancies page and in this job pack.

For our Ofsted Report:  
<https://reports.ofsted.gov.uk/provider/28/108076>

Roundhay School Statutory Information (including our Safeguarding & Child Protection Policy):  
<https://www.roundhayschool.org.uk/our-school/statutory-information/>

To view our Sixth Form Prospectus:  
<https://www.roundhayschool.org.uk/sixth-form/applications-admissions/>

# Welcome

Dear Prospective Applicant,

Thank you for expressing an interest in the advertised position at Roundhay School.

We are looking for an enthusiastic and committed colleague who is willing to do **'whatever it takes'** to ensure that our amazing pupils get the very best school experience. As one of the first all-through schools, educating children from 4 to 18 with an outstanding Sixth Form of 500+, we are absolutely dedicated to continuing to improve in all areas. Despite our impressive results and history of success, we continue to have unrelenting ambition for the young people we serve, and you will not find the slightest hint of complacency.

Our truly comprehensive community reflects the cosmopolitan nature of Leeds, which we see as a real strength of the school. We also pride ourselves on having a strong ethos and our work is centred around our core values of being **Responsible, Resilient and Ready to Learn** and what it means to **be Roundhay**. We place real emphasis on traditional values of being respectful, wearing uniform with pride, having good manners, and showing gratitude. As a result of this approach, you will find a school which has the highest standards of behaviour, a calm atmosphere, and very positive staff-pupil relationships. We see this as everyone's responsibility and all staff, including those who are not classroom based, help support and uphold these values with our pupils.

Any member of staff joining our school will be offered a very warm welcome and unwavering support in all that you do. We genuinely value our staff and place real emphasis on staff induction, continuing professional development and wellbeing. Despite our size, we have an incredibly low staff turnover, which is clear evidence that Roundhay School is a remarkable place to work and learn, where staff morale is incredibly high.

If you share our desire to make a difference to the life chances of our pupils and feel that Roundhay School is the right community for you, we would very much welcome your application!

Yours faithfully,



**Matthew Partington**  
Executive Headteacher



# Job Description – SCHOOL STAFF INSTRUCTOR

<b>Purpose of the job:</b>	To support the Contingent Commander and Cadet Force Volunteers to ensure the performance of all cadets both in and outside the classroom.
<b>Accountable to:</b>	The Contingent Commander
<b>Hours:</b>	One day a week (7.5 hours), TTO plus 2 further days annually for school training, plus other volunteers' days per year funded by the MOD, DfE or school
<b>Salary:</b>	SO1 point 23 (£5,531 p.a. actual salary) plus MOD allowance (approx. £80/day) paid for up to 51 days of additional time annually, plus up to 34 volunteers' days (approximately £80/day) in January-August 2024 funded by the DfE and further volunteer days in future academic years for events as agreed.

This job description and allocation of particular responsibilities may be amended through appropriate consultation from time to time.

## 1. Administration

- Assist the Contingent Commander (CC) and other Cadet Force Adult Volunteer (CFAV) with the effective use of the Westminster Cadet Portal.
- Maintain cadet records and conduct regular checks to ensure data is current.
- Record weekly attendance of cadets on Westminster Cadet Portal.

## 2. Accounts

- Control and maintain Contingent clothing accounts, and records of issues and prepare the contingency clothing accounts for six monthly audits.
- Centralise all demands for new clothing items resulting from kit losses.
- Submit bills to the CC for kit losses.
- Maintain security of all books of account.
- Control and maintain the Contingent loan stores account.
- Raising of issue and receipt vouchers for all loan stores.
- Control and maintain Contingent ration account.
- Control and maintain Contingent radios and telecommunications account.
- Control and maintain the special store register.

## 3. Pamphlets

- Control and maintain records of MOD pamphlet issues and prepare these for audit.

## 4. Annual Inspections

- Prepare pamphlets, ledgers, documents.
- Prepare radios & telecommunications documentation.
- Prepare stores documentation.

## 5. Quartermasters Stores

- The physical maintenance and operation of a Quartermaster's Stores.

## 6. Weapons

- Carry out quantity and registration checks as set out in the Defence Logistics Framework.

## 7. Training

- Plan and assist the development of the Combined Cadet Force.
- Attend all training on the 12-month training plot.
- Attend all Brigade SSI conferences and training events.
- Attend all reconnaissance of proposed training.
- Organise and plan experiences to enhance the Cadet provision such as field exercises, adventurous training days and military visits (1-2 per term).



- The operation of administrative support for the Contingent in the field including the physical collection and return of compo (food) rations and loan stores from MOD.
- Deliver training to cadets during parade times, as necessary.

#### **8. Bids**

- Centralised bidding for MOD ranges and training areas from the relevant agencies.
- Centralised bidding for transport from the MOD Transport Agency.
- Centralised bidding for training stores for camps and exercises.
- Centralised bidding for officers and cadet courses.
- Liaison with the Cadet Training Team for event support.

#### **9. Funding**

- Seek funding from a variety of funding streams to ensure the sustainability of the Cadet Unit.
- To maintain and prepare the contingent accounts for annual audit.
- To work with the CC, School Finance Manager and Schools Cadet Expansion Officer to seek external funding to sustain the Combined Cadet Force.

#### **10. Other duties**

- To be aware of, and comply with, policies and procedures relating to child protection, safeguarding, data protection and health & safety ensuring all concerns are reported to a designated person in a timely manner.

***Roundhay School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors and contractors to share this commitment. All employment offers will be subject to pre-employment checks including references, an enhanced DBS check, online search and other relevant checks in line with statutory guidance.***

# Person Specification – SCHOOL STAFF INSTRUCTOR

To effectively undertake the role, the successful candidate should possess the following attributes (identified via the application form, qualification certificates, interview and references as appropriate).

Qualifications/Training	Essential/Desirable
Microsoft Office (competent in Word, Excel and PowerPoint)	E
Security Awareness training	E
Information Technology Security Awareness training	E
Basic accounting	E
Skill at Arms Instructor	D
MIDAS minibus driver trained (and holds appropriate license)	D
Map Reading Instructor qualification	D
First Aid Instructor qualification	D
Mountain Leader Training (MLT) qualification	D
Other Adventure Training qualification	D
All Arms Storeman qualification	D
Experience/Knowledge	
Instructional experience	E
Management / leadership experience	E
Management of Equipment Care Inspections /Logistics Care Inspection	E
Experience working at training establishments, i.e. officer cadets, junior soldiers/ recruits	E
Familiarity with current training pamphlet	E
Adventurous Training Expedition Planning	D
Personal Skills/Qualities	
Patient	E
Committed	E
Good self-discipline	E
Good timekeeper	E
Ability to establish good working relationship with the armed services and motivate young people	E
Ability to evaluate and improve performance	E
Ability to delegate and coach CCF staff as well as cadets	E
Able to work independently under pressure	E
Safeguarding Children	
Demonstrates a commitment to safeguarding, always maintaining appropriate relationships and personal boundaries with children/young people, demonstrating emotional resilience when working with challenging behaviours and appropriate attitude to the use of authority to maintain discipline.	E
Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children and young people.	E

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# School Overview

## Our Mission Statement

Roundhay School is all about its pupils and we will do **'whatever it takes'** to ensure that each one reaches their full potential. We will never put limits on what our pupils can achieve, regardless of background or circumstance. Our focus on developing character, instilling confidence and a love of learning whilst teaching the importance of kindness, manners, and respect. We want all our pupils to make a positive contribution to school life and society, continuing to learn and develop for the rest of their lives.

**Always responsible. Always resilient. Always ready to learn. Always Roundhay.**

## Our Pupils

The school population reflects the cosmopolitan nature of modern Leeds. The pupils come from a very wide variety of socio-economic and ethnic backgrounds; more than 27 languages are represented, with around 60% of our pupils drawn from the black and ethnic minorities. This gives the school great strength in its many endeavours and relationships.

***'The atmosphere in lessons is very positive and supportive' ... 'Learning moves at a lively pace'.*** Ofsted

We currently have around 2500 pupils in this 4-18 co-educational community comprehensive school, making it one of the largest within Leeds. Our specialist Dyslexia Base, our SEN provision, and our 500+ strong and very successful Sixth Form (one of the biggest in the region) are just some of our many strengths.

***'Behaviour in lessons is exemplary' ... 'Movement around the school is extremely orderly and students show consideration and respect for each other'.*** Ofsted

In September 2012 we became one of the first 'all-through' schools in the region, growing with a new intake every year. Our first primary cohorts joined up with the secondary aged pupils in September 2019. We have a separate £4.8 million purpose built Primary Campus located just a mile away from the Secondary Campus.

We are proud of our examination success at all key stages. At our Sixth Form, over 35 qualifications (including A Levels, BTECs and Cambridge Technicals) are taught and with excellent achievement we find that the majority of our students are able to progress to higher education including students going to Oxford and Cambridge Universities.

We have the highest expectations of every pupil and strive to achieve high standards in all that we do, both academically and socially.

***'The atmosphere in lessons is very positive and supportive. As one student said, "It is cool to want to learn at Roundhay". Students are comfortable admitting that they do not understand a particular point and others often try to help by offering alternative explanations. Students are keen to volunteer ideas and participate.'*** Ofsted

***'Students, from a very wide range of backgrounds, work and socialise together extremely well.'*** Ofsted



## Our Staff

We are fortunate to have highly committed, professional, and friendly staff, who have worked hard and successfully to establish a thriving learning community. Many staff have sent, or currently send, their own children to Roundhay, which is a real vote of confidence.

***'Student and staff relationships are extremely good. Students' personal development is exceptional, and behaviour is exemplary.'*** Ofsted

***'Teachers have an infectious enthusiasm for their subject which is communicated to the students' ... 'Professional development is a strength of the school' ... 'The quality of teaching is outstanding'.*** Ofsted

We also have other pupils who come from families with parents professionally involved in education, which helps to keep us on our toes! We take seriously the professional development of all our staff. As a school, we are heavily involved in Initial Teacher Training and are a strategic partner within a Teaching School Alliance (Red Kite) which involves sharing outstanding practice across four local authorities. School improvement and self-review are central to our drive to raise standards. We have around 270 staff, both associate and teaching, who work very hard as a team to ensure they support both the pupils and each other.

## Our Location

The school's two campuses are situated in north-east Leeds, adjacent to Roundhay Park, and are surrounded by highly sought-after owner-occupied houses. The settings can only be described as impressive. The schools' grounds are magnificent; the campuses cover over 30 acres of parkland combined. We also serve some of the most economically and socially deprived areas of the city, as well as more favoured wards, giving us the rich mix of pupils that makes us a 'true comprehensive'. Currently, around 21% of our pupils are classified as being Pupil Premium children with 15% currently entitled to free school meals.

***'Students who attract Pupil Premium funding are monitored very closely' ... 'making exceptional progress and closing any attainment gap with their peers at a very fast rate'.*** Ofsted

***'Primary provision is outstanding. Pupils make extremely rapid progress, teaching is outstanding, resources are first-rate, and leadership is exceptional.'*** Ofsted

## Our Facilities

We have very good facilities, and since our Secondary Campus was rebuilt in 2004, we continue to invest heavily in ICT and in improving facilities to enhance the learning and teaching experience of pupils and staff alike. We expanded with a £4.8 million purpose built Primary campus in 2012 and a £12 million Pavilion building and artificial pitch on the Secondary site in 2017.

## Our School Organisation

Our separate Primary Campus introduces two forms each year and houses upwards of 420 children. The Primary school day starts at 8.55am and ends at 3.20pm.

At our Secondary site, pupils are grouped for registration and for Personal, Social, Health and Citizenship Education in mixed-ability form groups. For teaching purposes, pupils are placed in a variety of groupings as appropriate, including setting and some mixed-ability grouping. Lessons at the Secondary Campus are 50 minutes in length, six per day, although the vast majority are double lessons. The secondary school day commences at 8.20am and finishes at 3.00pm, followed by extra-curricular activities.

## **Our Pastoral Organisation and Leadership**

Each campus (Primary and Secondary) has a Head of School. At the Secondary Campus Years 7, 8, 9, 10 and 11 are led by Heads of Year, assisted by teams of tutors, and overseen by member of the Leadership Team. Our Assistant Headteacher: Director of Sixth Form and her team are supported by Academic Mentors.

There is a strong tradition of support for both pupils and colleagues. Our Academic Support Tutors, Mentors, Behaviour Support workers and Raising Achievement teams have had a powerful effect on the positive implementation of our social inclusion strategies.

***'The senior leadership team is very strong and effective'.*** Ofsted

***'The headteacher has the unanimous support of staff in the mission to create an inclusive school where every student is enabled to 'be the best they can be'. He is very accessible to both students and staff.'*** Ofsted

## **Our Extra-Curricular Activities**

We have a thriving and exceptional programme of music, drama, sports teams, outdoor pursuits, residential, art events, enrichment days and charity events! Everyone contributes, as we feel that it is a vital part of our role in developing the potential of all our pupils and building a cohesive community.

## **Our Community Links**

The school has excellent links with the communities it serves and actively seeks to widen these. We believe that this vital 'citizenship work' demonstrates our ethos as a school, where courtesy, co-operation and commitment are more than just words!

***'High ability students out-perform similar students nationally. Students of all abilities make very good progress in lessons.'*** Ofsted

# School Policies

Our school policies, are available on our website or from the school upon written request. Our Sixth Form Prospectus and Ofsted report are also available to download from our website.

## **Safeguarding and Child Protection**

Roundhay School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors, and contractors to share this commitment. All employment offers will be subject to pre-employment checks including references, an enhanced DBS check, online search, and other relevant checks in line with statutory guidance.

We have a designated senior member of the Leadership Team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

## **Whistle Blowing**

Our policy is to ensure that all staff are able to raise concerns about a danger, risk, malpractice or wrongdoing which is in the public interest in the knowledge that that they will be protected from any potential reprisals.

## **Code of Conduct and Personal Behaviour**

The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and to protect the wellbeing of all its employees and pupils. The Headteacher and Governing Body regard everyone working at our school as a role model to our pupils. As such, employees should conduct themselves with integrity, impartiality, and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the Teaching Regulation Agency, and the school considers the principles to apply to all staff employed at the school.

## **Equal Opportunities**

Roundhay school is committed to providing an environment free from discrimination, bullying, harassment, and victimisation where all members of its community are treated with respect and dignity. The school aims to create a culture of diversity within its community, providing a dynamic working and learning environment, where all members are valued for their contribution.

## **Smoking Policy**

Roundhay School is a no smoking building and site and all staff must adhere to this policy.

## **Online Safety and Acceptable Use Policy**

We encourage the use of ICT across the curriculum. On appointment, staff agree to abide by the above policy.

# How to Apply

1. Please go to the Vacancies section of our website which may be found at <https://www.roundhayschool.org.uk/headteacher-welcome/vacancies>
2. Please then click on the vacancy you are interested in, which will take you to the job pack. This clearly sets out the full details of the position as well as the essential qualifications, skills and experience we require applicants to evidence in order to be successfully shortlisted for the role.
3. Please then download the relevant application form from the Vacancies page as directed in the job pack and complete this in full please. Please use the Teaching Application Form for all teaching roles and the Non-Teaching Application Form for all other roles. Please also be aware that we are not permitted to accept CVs.
4. Once you have completed the relevant application form in full, please email this to [recruitment@roundhayschool.com](mailto:recruitment@roundhayschool.com) as soon as you can prior to the closing date (please be aware that we reserve the right to close any of our recruitment adverts to further applications at any time).
5. Our Recruitment team will be in touch once applications for the position close to let you know if you have been shortlisted for interview.

## Important notes:

On your application form, you are required to provide details of your education and your full employment history, including details of any unpaid or voluntary work. You should also evidence how your skills, knowledge and experience meet the person specification for the role you are applying for. Please also outline the impact your appointment will make in terms of raising standards at Roundhay School and why you are the ideal candidate.

All gaps in employment must be clearly accounted for, and where these do exist, you must clearly explain the reasons why and outline what you were doing during this time.

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. Details of the interview programme will be confirmed after the closing date.

If you have not been contacted within one month of the closing date, please assume you have not been shortlisted. Due to the volume of applicants, we regret that we are unable to give feedback to non-shortlisted candidates.

If you have a disability that prevents you from accessing/completing our application form, please contact the school and we will look at adaptations we may make to assist you.

Maps are available to download for our Primary and Secondary sites from our website or by clicking on this link [Contact - Roundhay School](#). Please note the Secondary Campus entrance is on Old Park Road, and if you use Sat-Nav, please use the post code LS8 1JT.

Further information is available at our Vacancies page, or you may contact our Recruitment Team at [recruitment@roundhayschool.com](mailto:recruitment@roundhayschool.com).