



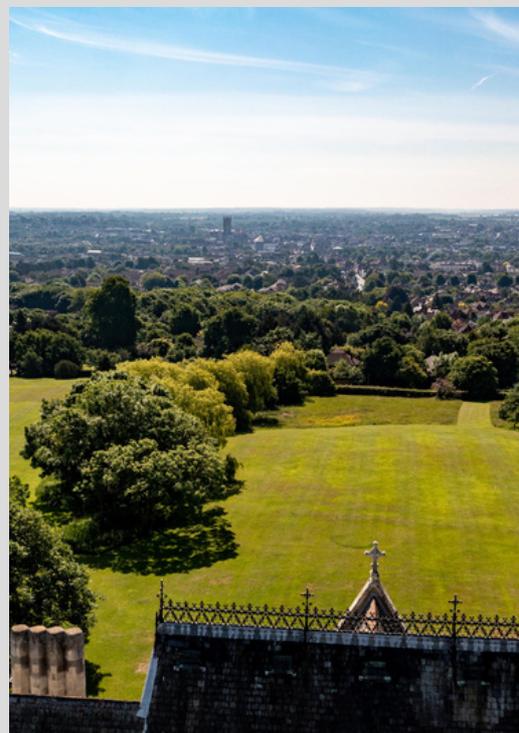
**ST EDMUND'S
SCHOOL**
CANTERBURY

CANDIDATE PACK

**CCF CONTINGENT
COMMANDER
FEBRUARY 2024**



www.stedmunds.org.uk



THE SCHOOL

OVERVIEW

We are a 600 strong 2-18 independent co-educational day and boarding school which fosters a family atmosphere, values the individual and offers a wide range of opportunities to pupils, whatever their interests or strengths. In an historic setting overlooking the City of Canterbury, the school is proud to educate the Choristers of Canterbury Cathedral and is equally proud of the diversity that day and boarding pupils bring. Both academic rigour and co-curricular involvement are encouraged. Pupils are respectful of each other and work together to create a cohesive, inclusive and happy community. The School is located on the top of St Thomas Hill, commanding impressive views over the City of Canterbury. The Pre-Prep, Junior and Senior Schools share the same site, while the Choristers live within the Precincts of Canterbury Cathedral.



OUR ETHOS

Our pupils benefit from a caring and supportive environment, high-calibre teaching and a holistic educational approach that seeks to develop creativity, leadership qualities and original thinking

A broad academic curriculum and extraordinarily diverse co-curricular programme enable pupils to find their path and grow to 'be all they can be'

Our small class sizes enable the personalisation of learning so that pupils receive the attention and academic challenge they need to excel

Every pupil here is known and understood

The fact that we educate children from the age of 2 to 18 underpins the strong family atmosphere and sense of community that pervade the school

St Edmund's is proud of its pupil-centred and ambitious academic ethos. We seek to foster original thinkers with the intellectual and personal skills to be leaders and decision makers in the future

Highly-qualified teachers mean that young people receive inspirational instruction, with vibrant debate and individual attention colouring every classroom

Pupils develop learning skills through project work and research opportunities such as the Extended Project Qualification and the Durrell Essay. We encourage cross-curricular work to promote original ideas and multi-dimensional thinking

Essentially, our pupils are encouraged throughout their time at St Edmund's to aim for and achieve the very highest academic standards of which they are capable.

DETAILS ABOUT THE POST

TITLE	CCF Contingent Commander and Outdoor Education Specialist
TYPE OF POST	Full-Time, Permanent
Salary	£27,789.69 according to grade 7 (opportunity to claim up to 28 days at the OC rate)
START DATE	February 2024

THE ROLE

This is an exciting opportunity for a CCF Contingent Commander to further develop the school's Combined Cadet Force (CCF) and to contribute the Outdoor education provision.

Key aspects of the role will include:

- To produce and update a yearly programme for cadets, NCO's and Cadet Force Adult Volunteers (CFAVs) and ensure that all pupils are actively engaged according to School and MoD policy.
- To plan and oversee delivery of fortnightly training of cadets.
- To work closely with and line manage the School's SSI.
- To be the Delivery Duty Holder (DDH) for the Contingent.
- To plan and oversee arrangements for all exercises, camps and training days and to oversee the arrangement of transport and catering as necessary.
- To recruit, train and manage suitable CFAVs to support the contingent.
- To oversee cadet recruitment and retention and present the CCF to students, outlining the opportunities and benefits.
- To oversee discipline and fitness of school staff and cadets whilst undertaking CCF training.
- To ensure that the contingent complies with the appropriate MOD and school safeguarding policies.
- To publicise the activities of the Contingent, internally, and externally to the wider School and parents, including reporting on CCF events for School publications and website.
- To ensure that accurate registers are maintained and missed attendance is followed up and appropriate action is taken.

- To monitor all budgets for CCF, including preparation of accounts for audit by HQ South East annually.
- To oversee CCF nominations for National Courses and training.
- To liaise with the MoD and ensure compliance with MoD regulations.
- To co-ordinate Continuing Professional Development of staff involved in CCF.
- To contribute to the appraisal of all staff involved in the CCF.
- To ensure that all suitable safety and control measures are in place covering legal compliance, in areas such as: health & safety; data security; weapons and ammunition; fire risk assessments; testing of staff and ensuring qualifications held are in date and current.
- To oversee the (6 monthly) weapon handling testing of all personnel.
- To ensure that the Army database (WESTMINSTER) is kept up to date with current records.
- To ensure cadets with aspirations for a military career are supported in their applications.
- To ensure the school is represented at all meetings, functions and ceremonial events appropriate to the positive promotion of the contingent.

The successful candidate will be expected to carry out the following Outdoor Education responsibilities:

- Ensuring the delivery of safe, enjoyable high-quality provision of Outdoor Education lessons across KS2,3 & 4.
- Contribute to the continuous development and updating of the departments schemes of work and relevant risk assessments.
- A drive and maintain high quality programme delivery in both the CCF and Outdoor Education.
- Supporting young people's participation of DofE programmes by leading on training and participating in expeditions.
- Overseeing communications from partners, parents and young people.
- Providing line management, direction and support to members of the CCF staff and volunteer team including recruiting new staff, induction, training, supervision, and CPD opportunities.
- Overseeing the care and maintenance of all of the schools CCF and Outdoor Education equipment.
- Provide effective and efficient teaching so that pupils learn and make good progress, including quality planning, preparation, marking, recording data, schemes of work and differentiation.
- Communicate with pupils, parents and other stakeholders as necessary to keep them informed of progress and developments.
- Engage in training in order to maintain and improve personal skills and departmental performance.
- Contribute to the wider school community, such as through attendance at Open Day, organising events and transition events and activities for younger pupils.
- Clear understanding of the St Edmund's School values and aims.
- Knowledge of current issues in education.
- Committed to raising levels of achievement and attainment of all pupil.

PERSON SPECIFICATIONS

	ESSENTIAL	DESIRABLE
QUALIFICATION	<ul style="list-style-type: none"> • Range Management Qualification (Short Ranges) SA (SR) (07) Cadet • Westminster User – Basic • 2 day Expedition First Aid Award or First Aid at Work • Mini Bus D1 	<ul style="list-style-type: none"> • Range Management Qualification (Long Ranges) SA (LR) (07) Cadet • Mental Health Awareness Course • Medication Management Awareness Course
SKILLS & EXPERIENCE	<ul style="list-style-type: none"> • Skill at Arms Instructor (SAA) • SA (K) (17) Cadet Ancillary Range Duties • SA (M) (07) Cadet Exercise Conducting Officer • Safeguarding (CFAV Version) • Army Cadets Data Protection - Responsible for Information (DLE) • ACSMS Introduction • Red Book Test • Senior Planning Officers Course 	<ul style="list-style-type: none"> • Dismounted Close Combat Trainer Basic Operator (S) • TIBUA Trained • Risk Assessment Practitioner • Unit Management Team (UMT) Induction • Health and Safety Higher Level (eLearning) • DofE Safety Supervisor • DofE Expedition Assessor (Bronze – Gold) • Outdoor Pursuit Activity qualifications e.g. Climbing/MTB
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Good organisational skills; reliability in working to deadlines • High standards of communication, both oral and written; • Well-developed ICT skills; • A willingness to contribute to extra-curricular activities, both within the Geography department and as part of the school's sporting, clubs or activities programmes. 	

CONDITIONS OF SERVICE

BENEFITS

Workplace Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

Support of visa sponsorship is in place for international candidates.

SAFER RECRUITMENT

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time.

APPLICATIONS

The deadline for receipt of application 9.00am Tuesday 6th February 2024. Applications should be emailed to recruitment@stedmunds.org.uk.

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

ST EDMUND'S VALUES



We value....

EACH OTHER

Recognise our responsibility to create a caring and supportive community

We value....

INDIVIDUALITY

Recognise that everyone is different and has unique needs, strengths and aspirations



We value....

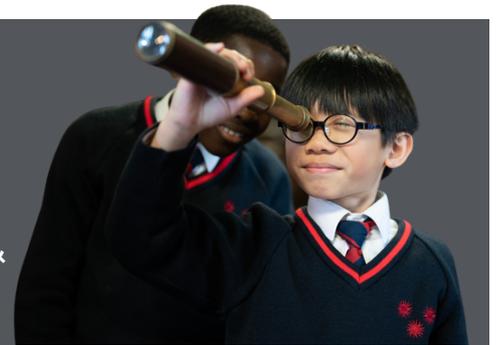
EXCELLENCE

Commit to being the best we can be

We value....

INTELLECTUAL CURIOSITY & CREATIVITY

Love learning and seek to foster creative, critical & lateral learning



We value....

SOCIAL RESPONSIBILITY

Promote the idea that individuals must contribute to the greater good of society