

# Think Freemen's



Appointment of  
CONTINGENT COMMANDER - CCF  
INFORMATION FOR CANDIDATES

# Introduction

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These are exciting times at Freeman's. There is a new Senior Leadership Team in place which is moving the school in new and challenging directions. We have introduced a Free Minds programme in the Sixth Form to stretch, challenge and broaden their horizons. We are also introducing a Scholarship Programme across the School to develop the intellects and skills of our most academically able. Many new and stimulating management roles have recently been created at the School as we aim to nurture and develop the skills and talents of all of our staff. We believe that if we can motivate and inspire pupils and staff to give of their best at all times, the School will continue to grow and thrive.

The School was founded by Warren Hale in Brixton in 1854 to provide a 'religious and virtuous education' for the orphaned children of Freeman of the City of London. The School moved to its present site, Ashted Park, in 1926, following expansion, and is today a non-denominational school with a strong ethos of community and service in accordance with values and wishes of its original founders. It occupies a magnificent site with modern buildings alongside the original house set in 57 acres of parkland.

Freemen's today is an independent co-educational day and boarding school for 920 pupils aged 7 – 18. The Junior School (ages 7 – 13) has 400 pupils on roll; the Senior School (ages 13-18) has 520 pupils on roll, approximately 300 of whom are in the Senior School. Pupils enter the School at 7, 11, 13 and 16 and the School is oversubscribed at every level. About fifty-five pupils are boarders, most of whom are international students. The majority of boarders are in the Sixth Form.





Freemen's is academically selective and is the leading co-educational school in the area. Pupils achieve excellent results. In 2019 at GCSE, 34% of entries were 9s; 83% were graded at A\*-A or 7/8/9. At A Level, 64% of grades were at A\*/A, continuing the record-breaking trend for the School; 29% of grades attained were A\* grades. The majority of students from Freeman's go on to University study at either Russell Group or Oxbridge, although the nature of the School is happy to accept a diverse range of destinations appropriate for the needs of the students, this includes studying abroad and apprenticeships.

Although the academic is the 'bread-and-butter' of life at Freeman's, we provide a truly holistic education for the young people in our care and the School is rightly proud of the high standards achieved in sport, music and drama and by the range of enrichment opportunities available to pupils in the school.

The School is one of three independent schools managed by the City of London (the City of London Corporation). The City provides financial support in the form of bursaries and scholarships. Other links with the City of London and the Livery Companies are strong. In the past ten years, more than £20 million has been invested in facilities at the School, and the School has embarked on an ambitious Masterplan further to enhance its teaching, recreational and boarding facilities. A contemporary Music School, of which any School would be proud and a modern and stylish boarding house have already been completed; an impressive new swimming pool complex is due for completion Autumn 2018, and a refurbishment of the Georgian Mansion house, designed by Sir Thomas Wyatt, is in the pipeline. Freeman's is a forward-looking school with an ambitious agenda to support its pupils' development.

There are approximately 113 full and part time staff in the Junior and Senior schools and they provide committed and inspirational support for students at the School. A small number of staff involved in boarding live on site. Staff facilities include a modern and well-equipped staff room in both the Senior and Junior Schools. There is substantial technical support in the Sciences and technical subjects and excellent facilities to support teaching and administrative duties.

Transport links are good; the School is a mile from Ashted station with regular services to Epsom and London and south to Leatherhead and Guildford. The M25 junction 9 is a seven-minute drive from the School.



# Mission Statement and Aims

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## Our mission:

We want children at Freeman's to learn, to lead and to make a difference.

## Our aims:

We will do this by:

- nurturing a community of learners – adults and children – who are ambitious about what they might achieve in and out of the classroom;
- providing relevant opportunities for pupils to expand their horizons intellectually and socially; athletically and creatively; emotionally and spiritually;
- establishing an environment at Freeman's where everyone involved in the community is respected, trusted and supported;
- encouraging responsibility and capability; honesty and reliability; pride and passion;
- promoting determination and innovation; flexibility and adaptability; kindness and consideration; fostering in our pupils the confidence, curiosity, independence and wisdom to succeed in the next stages of their lives.





## The Contingent

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Glyn-Freemen's CCF Contingent was established in 2013 under the Cadet Expansion Programme. Our partner school is Glyn School, a boys' comprehensive in Epsom that admits girls in the Sixth Form. The Contingent is a fine example of cross-sector partnership, with one of its principal strengths being that individual members don't see themselves as 'Glyn cadets' or 'Freemen's cadets' but rather just as 'cadets'. We are also proud of our 116 cadets being fairly evenly split between male and female cadets, with the majority of current SNCO's being girls. Cadets join in Year 9 and, following a term of basic training, can choose between the Army and Air Sections before embarking on service-specific training up to the end of Year 10. Although the RAF Section is smaller (we have three Platoons and one Flight), it has a distinctive ethos that allows certain cadets to flourish. An inter-platoon/flight annual trophy provides opportunities for friendly but enthusiastic competition.

Training is held at Freeman's every Thursday 1600-1745, with two emphases: having fun and developing better cadets. Although "better" can of course mean better at shooting or AV recognition, what matters most are those excellences that lie within the reach of all cadets- e.g., a positive attitude, personal responsibility, teamwork, sense of urgency and a determination to achieve one's mission. Our Year 11 in-house leadership cadre builds on these foundations, teaching cadets how to teach and exude authority in front of their peers. We believe that our cadets respond best to challenging training, especially if it involves physical exertion, problem-solving and plenty of work "on your belt-buckle"- something with which we are happy to oblige ! Similarly, rank is hard-won rather than given for time served and comes with increased expectations rather than merely as a reward for past efforts.

Beyond the normal weekly routine, training is delivered through extended Thursday evenings (e.g. laser tag in local forests, night recce and standing patrols) and weekend exercises (e.g. range work, flying, ambushes, deliberate

attacks, battle first aid scenarios, FIBUA). Cadets attend Annual Summer Camp, organised by London District's Cadet Training Team, and an in-house Easter Adventurous Training Camp, which last year deployed to Spain. We also run a CCF-specific canoeing expedition strand for the Duke of Edinburgh Silver and Gold Awards in both schools.

# The Role

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## General

The Contingent Commander will provide strong, creative and visionary leadership of the Glyn-Freemen's CCF in order for it to become one of the leading contingents in the London District. This will require the successful applicant:

- To plan, oversee and quality-assure an exciting and challenging programme of cadet training;
- To create leadership opportunities for cadets and to nurture their leadership skills;
- To foster an environment in which, because effort is held in higher regard than achievement, all cadets can excel;
- To line-manage the School Staff Instructor (SSI) and all CFAVs.

## Main Duties and Responsibilities

### Personnel administration

- Recommend the commissioning/appointment of candidates to meet the established number of officers. This must take into account the need to provide appropriate levels of male/female supervision.
- Through liaison with HR, ensure that the Enhanced DBS Check date and number for each adult staff member of the CCF is recorded on national cadet databases (WESTMINSTER and BADER) by the single Services
- Ensure that all details for cadets and adults, including Next of Kin (NOK), are updated on WESTMINSTER and BADER as appropriate
- Manage the Contingent's Governance so that all mandatory qualifications- Weapon Handling, Red Book Test, Data Protection etc.- and training qualifications are kept in-date.
- Ensure that all other records such as training and qualifications are updated on WESTMINSTER and BADER as appropriate
- Process claims for volunteer allowance for CFAVs

### Leading cadets and CFAVs

- Set an excellent personal example to cadets and CFAVs in terms of bearing, turnout, punctuality and professionalism
- Write and publish Part 1 Orders (weekly)
- Appoint, induct, appraise and performance-manage the SSI
- Contribute to the Professional Review / Appraisal of any CFAV remunerated for his/her CCF duties by Freeman's
- In liaison with the Officers Commanding Army and Air Sections, allocate cadets and CFAVs to HQ, Platoons and Flights, and to command appointments within those formations
- Convene and chair cadet Promotions Boards
- Take responsibility for the overall discipline of cadets and CFAVs while undertaking CCF training, including the correct wearing of uniform at all times
- Take responsibility for monitoring attendance and for achieving high levels of commitment from cadets, particularly to weekly training
- Developing an ethos where CFAVs want to give freely of their time and hold themselves and their cadets to high standards

### Training and planning

- Plan at a strategic level the Contingent's training for the year ahead, ensuring that CFAVs and other assets are deployed to best effect
- Delegate appropriately responsibility for planning training to the Officers Commanding Army Section and Air Section



- Provide opportunities for cadets to take part in unit and shooting competitions
- Book camps, training areas and accommodation as required
- In preparation for events, complete- or oversee the completion of- Admin Instructions, Exercise/Range Action and Safety Plans (EASPs/RASPs), Adventurous Training paperwork, and Freeman's Trips and Visits paperwork
- Liaise with Cadet Training Team Training Safety Advisor (TSA)
- Liaise with Army and RAF Cadet Training Team to ensure that cadets get the best possible benefit from that asset
- Convene and chair Officers' Meetings regularly and at least termly; produce and disseminate Minutes thereof
- Convene and chair a SNCOs' Meeting at least annually

### **Delivering the training programme**

- Plan and deliver exciting and challenging military and adventurous training to cadets
- Teach military topics to CFAVs and coach them in how to teach those topics effectively to cadets
- Quality-assure teaching by cadets and CFAVs
- Use WESTMINSTER and BADER to coordinate and plan consistent progress across all aspects of the training process

### **Continuing Professional Learning (CPL)**

- Attend all chain of command Contingent Commander conferences and briefings
- Constantly seek to refresh and extend one's training and qualifications in order to deliver a full, varied and challenging training package to cadets
- Encourage and support other CFAVs to refresh and extend their own training and qualifications
- Manage and administer the applications for training courses for CFAVs and cadets.
- Support CFAVs in preparing for training courses
- Support cadets in preparing for training courses

### **Administration**

- Act as the main admin point of contact for cadets and parents regarding all matters except clothing and equipment, re-directing / delegating enquiries as appropriate
- Process all military paperwork and electronic forms requested of Contingent Commanders by London District HQ

### **Annual/Biennial/Administration Inspections**

- Lead the preparations for and delivery of Annual Reviews and Biennial Inspection Parades
- Manage the inspection cycle for CCF officer qualifications checks, cadet training, security reviews, ammunition holdings, weapon holdings, clothing and equipment holdings and issue, and administration records.
- Co-ordinate the Contingent's input into the Annual Assurance Report (AAR- the process by which Contingents are quality-assured by higher command)

### **Finance**

- Act as budget-holder for all CCF accounts; take responsibility for the prudent use of budgets to meet the aims of the Contingent
- Take responsibility for all financial reconciliations required by the MOD

### **Security**

- Act as Unit Security Officer
- Administration of contingent security standing orders with the SSI
- Jointly with the SSI, maintain weapon and ammunition accountability
- First point of contact for Armoury alarm company



- Oversight of the SSI's management of the School's Armoury
- Brief Headteacher and Cadet Force Adult Volunteers on current threats and Ministry of Defence policy regarding security
- Liaison with other local CCFs with regards the use of weapons and ammunition
- Conduct the annual Establishment Security Self-Assessment

#### **Health and Safety**

- Act as the Contingent's Duty Holder and as such take responsibility for the safe conduct of training
- Act as Health and Safety representative for CCF on the School's Health and Safety Committee
- Undertake First Aid training offered by the School

#### **Ceremonial and social**

- Lead and co-ordinate the Contingent's contribution to the School's annual Act of Remembrance
- Command the Guard of Honour for the Lord Mayor's Party at Prize Day
- Organise the Contingent's Annual Mess Dinner for CFAVs, SNCOs and other Sixth-Form cadets

#### **External relations**

- Liaise with the sponsoring unit (Royal Engineers)
- Nurture existing good relationships that we have with local Contingents, pooling and exchanging resources for mutual benefit
- As a Senior Planning Officer, check that EASPs/RASPs of other Contingents are compliant

#### **Duke of Edinburgh Award**

- Deliver Walking Expedition Training to pupils to at least Bronze Award level (approx. one hour's contact time per week)
- Two hours per week supporting the Senior DofE Co-ordinator in administering the DofE programme
- Attend two Duke of Edinburgh Bronze Award expedition weekends

#### **General**

- Prioritise the safeguarding of all Glyn-Freemen's cadets and all Freeman's pupils by, among other things, engaging with safeguarding training, remaining alert to signs of abuse and reporting any safeguarding concerns promptly.
- Play a full part in the life of the school community and support its Mission and Aims
- As a member of Common Room, undertake a weekly Duty under the guidance of the Deputy Head
- Attend Senior School Briefing (currently every Tuesday 0815-0830)
- Interact in a professional yet friendly manner with all pupils
- Actively support school policies, including the Behaviour Policy
- Actively promote and support the Contingent in both schools and in the wider community
- Any other duties as reasonably requested by the Headmaster

#### **Other**

- Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Reporting all accidents to the Bursar via the School's Accident Report Form procedure. Report forms are held in the Medical Centre.
- Informing the Bursar of any concerns regarding Health & Safety and safe working practices.

- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- To undertake any other duties that may reasonably be requested appropriate to the grade.
- Carrying out the normal supervision duties as laid down in School policies



# Person Specification

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## Personal attributes, disposition and aptitudes

- strong and visible aptitude for leading children and adults
- ability to motivate cadets and CFAVs to give of their best
- ability to deliver military topics to cadets with skill and enthusiasm
- ability to speak confidently and coherently in public to a range of audiences
- clarity and accuracy of written communication
- a strategic mindset
- attention to detail, especially in planning and administration
- willingness to consult one's team balanced with the need to act decisively
- moral courage to challenge poor behaviour and low standards
- the ability to assess risk and to reduce it to an appropriate level
- a good understanding of safeguarding in schools and appreciation of its critical importance
- high levels of resilience- the strength and will to "adapt and overcome"
- self-awareness, humility, patience and tact
- a healthy sense of humour
- physical fitness and robustness
- high standards of personal bearing and turnout

## Qualifications, skills and experience

The successful candidate will either have had extensive experience working within the CCF/ACF and/or be a teacher with previous military experience.

### Essential:

- knowledge and understanding of basic infantry tactics
- full, valid UK driving licence, with the ability to drive minibuses (category D1) or willingness to undertake training to fulfil the requirement
- first aid qualification or willingness to undertake training
- IT literacy – Word, email, Excel

### Desired:

- military career, attaining SNCO or Officer rank (Regular or Reserve)
- familiarity with national cadet databases (WESTMINSTER and BADER)
- military qualifications that enable cadet training
- Duke of Edinburgh Award experience

- qualified instructor in one or more adventurous training activities
- Qualified Teacher Status

# The Appointment

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The post is offered at £38,270 per annum based on a 35-hour week during the term time (including INSET days) across a minimum of 4 weekdays. In addition, the post-holder will, under current MOD regulations, be able to claim up to 28 training days per annum from the MOD as a Cadet Force Adult Volunteer (CFAV) for camps and overnight exercises. The volunteer allowance that can be claimed per day will be dependent on rank- currently £96 for a Captain and £120 for a Major.

In addition, there is an expectation that the Contingent Commander will attend annually:

- the Contingent's three 'starred' weekend exercises (EX FIRST KNIGHT, EX HALF WAY, EX FINAL FLING)
- up to two other weekend field/range days
- one weekend Competition
- October half-term leadership cadre (5 days)
- the Contingent's annual adventurous training exercise (7 days)
- Summer Camp (7 days)
- two Duke of Edinburgh Bronze Award walking expedition weekends (4 days)

With the exception of the Duke of Edinburgh Bronze Award expeditions, CFAV volunteer allowance can be claimed against these activities.

Membership of the Local Government Pension Scheme (LGPS) is offered to all support staff though the appointee may opt out as desired.

Lunch in term time is provided for staff free of charge.

Assistance with certain relocation expenses may be available to a qualifying candidate.

A no-smoking policy applies throughout the School site.

# Applications

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## How to apply:

Applicants are asked to complete an application form and enclose a full and up to date CV, along with their letter of application addressed to the Headmaster. Applications should be sent to [CLFS-Recruitment@cityoflondon.gov.uk](mailto:CLFS-Recruitment@cityoflondon.gov.uk) to arrive no later than **noon on Tuesday 12th November 2019**.

The successful candidate must be able to satisfy the City of London's health requirements and a confidential medical assessment by the City of London's Medical Officer is required.

The City of London Freeman's School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure).



Interviews will be held at the School on Thursday 21<sup>st</sup> November 2019, beginning with lunch and running through Parade Night until 1800. Shortlisted applicants will be invited to the School for interviews and will also have the opportunity to tour the Contingent's facilities, meet some of the Officers, and deliver a military topic to some of our cadets.



Visit [www.freemens.org](http://www.freemens.org)

City of London Freemen's School, Ashted Park, Surrey, KT21 1ET