



Appointment of
CCF Contingent Commander
& Teacher
for September 2023

Job Specification &
How to Apply

Closing date for applications extended to:
Monday 30 January 2023 at 12pm
www.alleyns.org.uk

This is a fantastic opportunity for a teacher to join Alleyn's, and lead and develop our outstanding Combined Cadet Force

Following the success of our current Contingent Commander in securing a Senior Leadership position at another top Independent School from September 2023, **we are excited to invite applications for the post of CCF Contingent Commander and Teacher** here at Alleyn's from the start of the Advent term.

As a leading co-educational school, the CCF at Alleyn's is a core part of our extensive co-curricular programme, and plays a key role in supporting and inspiring pupils to flourish.

The successful candidate will provide leadership to a talented and committed team of staff, both teaching and operational, and will support our curious, engaged and highly motivated pupils; we have high aspirations for every child

The successful candidate will **articulate a clear vision for the CCF at Alleyn's, that endorses, reflects and supports the School's strategic aims and is underpinned by the School's values**. We are particularly seeking someone who understands, and is committed to, the **values that underpin all activities at Alleyn's**: Respect, Opportunity, Curiosity, Courage and Kindness (ROCCCK).

To this end, they will possess excellent communication skills – both oral and written – to engage effectively with pupils, staff and parents, as well as a high level of organisational and administrative skills. They will also need the ability to lead and inspire pupils and staff alike.

This exciting position would be ideal for a graduate **and teacher** who is a recent or current CCF officer and has experience as Head of a CCF service section; or perhaps be an existing Contingent Commander, eager for a fresh challenge. Applications from Officers with a teaching background who are CFAVs in the other Cadet Forces (i.e. ACF and equivalent) will also be welcome.

The Contingent Commander leads the CCF on behalf of, and is accountable to, the Head and is crucial to its success.

The successful candidate will also be responsible for the day to day running of the CCF to the Assistant Head (Co-curricular and Partnerships) and will work closely with the Assistant Heads (Head of Middle and Head of Upper School) and the Deputy Heads.

We seek to appoint an experienced, enthusiastic and suitably qualified graduate to:

- Demonstrate teaching excellence in a curriculum subject (there will be appropriate remission in teaching load to allow time for this significant co-curricular role);
- Lead the continuing evolution of the CCF as a central activity in the co-curricular life of the school;
- Inspire and motivate the pupils and staff across all CCF sections.



THE CCF

Department Overview

The CCF at Alleyn's has a long and distinguished history dating back to before the First World War.

It is well established as one of the three key activities offered as part of the co-curricular programme on a Thursday afternoon, along with the Duke of Edinburgh's Award Scheme and Volunteering.

The CCF is supported by a full-time SSI, Administrator, three Section Commanders, Section Officers and a number of Civilian Instructors, who are a mixture of teaching and operational Alleyn's staff, and external staff.

The SSI and Administrator are responsible to the Contingent Commander for the administration, finances, stores, armoury, accommodation and paperwork.

The successful candidate will work extremely closely with the SSI and Administrator and will act as their line manager.

History and staffing aside, the thing that really stands out about the Alleyn's CCF is the cadets themselves. They are exceptionally positive, committed and enthusiastic, striving to get the very best out of their cadet experience.

The CCF at Alleyn's is thriving, and currently has over 200 cadets and NCOs.

Cadets are given an introductory experience at the end of Year 8 and join formally in Year 9, with approximately 50 pupils going on to form the cohort in Year 10. Many stay on for the JNCO Cadre in Year 11 going on to become NCOs in the Upper School.

The CCF has all three sections of which the Army (affiliated with the Princess of Wales' Royal Regiment) is the largest, offering a wide range of activities and camps for all cadets spread throughout the year.

The Contingent takes the lead in the Remembrance Sunday parade through Dulwich Village and the service at the chapel.

This year, Alleyn's CCF concurrently represented the Cadet Forces at the Sovereign's Steps at the National Service of Remembrance, welcoming the King and the Royal Family.

The CCF also led and hosted the YOU London Community Leadership Conference, bringing together over 150 young people from the wider uniformed London community.

Facilities and Resources

The CCF parades in public view of the school community on school grounds every Thursday from 3.45pm – 5.15pm.

The Contingent benefits from a dedicated HQ, armoury and separate well-stocked stores with uniforms and service-specific training aids, as well as use of additional facilities around the school (e.g. 25m indoor swimming pool, extensive fields etc.) for training purposes.

The latest additions to our training aids have included VR Headsets for TIBUA training, a Life Raft to be used for Sea Survival training and a brand-new state of the art Flight and Boat Simulator.



POST OUTLINE

The successful applicant will lead one of the largest and most successful voluntary Combined Cadet Forces in the country.

They will have acquired the broader knowledge, experience and outlook to inspire, motivate and manage not just the cadets and NCOs, but also the staff and other adult volunteers.

They will also possess excellent organisational and administrative skills to ensure a high-quality experience for all cadets and staff and effective use of resources.

In addition to working normal school days/terms there will be weekend and holiday commitments where a willingness to work sometimes long, odd and flexible hours, sometimes away from home, will be necessary.

Holding qualifications, such as: M Qualification, Short- and Long-Range Qualifications, SAA Instructor, D of E Assessor/ Supervisor, as well as an intrinsic knowledge of MOD policy, are essential.

It is desirable to additionally hold qualifications such as; EVC, Expedition Medic (RGS), Basic Signals Instructor, DCCT(E), Ammunition Storekeeper, USO, DGAT, FMT600 Car, Van 4x4 & Minibus, First Aid at Work, Safeguarding L3 and a mix of AT Qualifications, however these may be obtained after appointment.

What follows is not an exhaustive list, but some of the key tasks of this multi-faceted role. The successful candidate will:

- lead the co-ordination, development and evolution of the CCF as a central activity in the co-curricular life of the school;
- lead and manage a team of teachers, school operational staff, (including three Sectional Heads of Department), instructors, volunteers, the CCF Administrator and the SSI;
- plan and manage the annual calendar of events for the contingent in liaison with the SSI, Administrator Senior Officers and SMT. This will include Field Day experiences, camps and additional CCF activities;
- oversee cadet recruitment and retention and present the CCF to Year 8, 9 & 12 pupils, outlining the opportunities and benefits;
- working closely with the three Heads of Sections, oversee all aspects of training on a Thursday afternoon;
- attend camps, field days and additional trips as necessary;
- oversee the recording of cadet attendance and follow up on absence
- oversee the planning and delivery of the contingent training programme, ensuring regular review and recommendations for improvement are considered and implemented;
- deal with regular communications with parents in relation to the CCF;
- deal with pastoral issues regarding cadets in conjunction with other relevant staff;
- ensure structures and systems are in place to enable effective monitoring of cadets' progress;
- promote a growing sense of leadership and independence amongst older pupils, delegating responsibility as appropriate;
- delegate appropriate responsibility to the officers in the CCF;
- be responsible for overseeing the work of the SSI and Administrator;
- act as the liaison between the MOD and School for CFAV disciplinary matters;
- co-ordinate and manage sensitively the awarding of CCF prizes at both school and Contingent level;
- advise and support applications from cadets on external courses and those aspiring for a military career;
- in conjunction with the aims of the CCF, contribute to and promote the collegiate philosophy which underpins all co-curricular activities at Alleyn's, being the main advocate of the CCF;
- work closely with the Duke of Edinburgh co-ordinator, the Volunteering co-coordinator and the Directors of Sport, Music, Drama, Dance and Partnerships;

- encourage and support CCF staff in their professional development and ensure the provision of appropriate CPD opportunities for CCF Officers in liaison with the Deputy Head (Personnel & Administration);
- ensure that all MOD standing orders are current and adhered to and that changes in policy are communicated to staff;
- oversee the planning of the contingent's Biennial Inspections and Reviews;
- oversee the allocation of VA to contingent staff;
- ensure that all the appropriate school and MOD paperwork is produced in a timely manner and is up to date;
- ensure appropriate supervision of the finances of the CCF by managing MOD and school budgets and accounts;
- be responsible for overseeing the writing of risk assessments for all activities and making sure that these are adhered to by all staff involved;
- ensure compliance with school and MOD Health and Safety and Safeguarding policies and guidelines in all CCF activities;
- ensure the security of buildings, weapons and ammunition in conjunction with the SSI;
- be the Delivery Duty Holder (DDH) and Senior Activity Owner for the contingent;
- be Digitally literate and have experience of using Westminster and or Bader software;
- develop and oversee the CCF area of the School's VLE and website;
- attend formal training courses as required and represent Alleyn's CCF at various external military meetings and functions
- liaise with the Army Cadet Training Team, RN Training Team & RAF TEST Team, and other military personnel on CCF matters and to enhance the experience of the cadets where practicable;
- participate in the wider running of the School, contributing to pastoral teams and School committees;
- contribute to the overall marketing and development of the School's reputation and promote the profile of the CCF within the extended Alleyn's community, by publicising CCF activities within the school and externally where appropriate.

Potential candidates are welcome to contact Major Scott Benest, the current Contingent Commander, to initiate informal discussion prior to making an application (benestsd@alleyns.org.uk).



Core responsibilities common to all teachers at Alleyn's

All teachers at Alleyn's are expected to:

- promote and protect children's welfare in all aspects of their contribution to school life, demonstrating a clear understanding of all aspects of safeguarding and Keeping Children Safe in Education (KCSIE);
- establish a safe and stimulating classroom environment, rooted in mutual respect;
- demonstrate consistently positive attitudes, values and behaviours and encourage pupils to take a responsible and conscientious attitude to their own work and study;
- demonstrate and employ good subject knowledge, and become fully acquainted with the appropriate specifications and schemes of work;
- keep abreast of developments in their subject(s);
- plan and teach well-structured lessons; imparting knowledge and developing understanding through effective use of lesson time;
- promote a love of learning, intellectual curiosity, good progress and outcomes by pupils;
- reflect systematically on the effectiveness of lessons and approaches to teaching;
- adapt teaching to respond to the strengths and needs of all pupils;
- set homework and plan other out-of-class activities that consolidate and extend the knowledge and understanding pupils have acquired;
- have a clear understanding of the needs of pupils with special educational needs, those of high ability, those with English as an additional language, those with disabilities, and use a range of approaches that are conducive to successful engagement and learning for all;
- make appropriate and consistent use of rewards and sanctions in line with school policies;
- give pupils regular feedback, both orally and through marking work regularly (in accordance with departmental guidelines), and encourage pupils to respond to the feedback;
- make accurate and productive use of formative and summative assessment, keep appropriate academic records, and use relevant data to monitor progress, set targets and plan subsequent lessons;
- contribute to the design and provision of an engaging curriculum within the subject;
- be ICT literate and have experience of using appropriate software in the classroom to enhance teaching and learning;
- take a proportional share of responsibilities for departmental activities (e.g. trips, societies, the departmental area of the learning platform, university admission etc.), new initiatives and provision and maintenance of resources (e.g. the writing and updating of schemes of work, the display of pupils' work, etc); and
- contribute to the extension and enrichment activities of the department.



Other Responsibilities

- to support the School's vision and values;
- to support the holistic development of pupils by contributing to and supporting the pastoral work and wider school programme of co-curricular activities;
- to promote good and courteous behaviour both in classrooms and around the school;
- to work positively to develop effective professional relationships with both teaching and support staff colleagues across the school;
- to make arrangements to attend all relevant meetings and evenings as published in the School calendar;
- to engage positively in professional development opportunities;
- to have proper and professional regard for the ethos, policies and practices at Alleyn's, as written in the Staff Handbook and School Policies; and
- to carry out any other task at the reasonable request of the Head.

Person Specification

Alleyn's seeks to appoint teachers who will have the following qualities, or the potential to develop them:

- the energy, dynamism and stamina to contribute fully to the life of a busy co-educational independent London day school;
- profound and continuing interest in the academic subject(s) to be taught;
- empathy with pupils across the age and ability spectrum;
- the depth of knowledge and agility of mind to allow flexibility in lessons, adapting delivery as appropriate in the light of pupils' responses;
- the capacity to understand and deal professionally and sensitively with pastoral problems raised by pupils;
- the ability to create effective rapport and a sound relationship with pupils, earning their respect and trust but maintaining proper professional boundaries;
- the ability to create effective rapport and sound relationships with parents and colleagues; and
- a willingness to contribute to the extensive range of activities provided for pupils outside the classroom including departmental extension and enrichment activities, and whole-school co-curricular activities;
- a confidence in communicating on a personal or public scale in a variety of ways.



HOW TO APPLY

The application form can be downloaded from our website, www.alleyns.org.uk/jobs.

Candidates should complete all sections of the form and submit it together with a completed Equal Opportunities Monitoring Form, full CV and covering letter.

Please address your covering letter to the Head, Mrs Jane Lunnon, and explain in your letter **why you are interested in this particular position at Alleyn's and why you think it would suit you at this time in your career.**

All documents should be emailed to jobs@alleyns.org.uk.

Alternatively, they can be posted to Mrs Jane Lunnon, Head, Alleyn's School, Townley Road, London SE22 8SU

The deadline for applications has been extended to midday on Monday 30 January 2023

If you have any questions, please contact the Personnel Administrator by email at jobs@alleyns.org.uk or by phone on 020 8299 8009.

Interviews and Appointment

Interviews are now planned for Monday 6 February, and further details will be sent to invited applicants who will also be asked to plan and teach a lesson in their subject.

Please note that references will be taken up before the interviews but we will contact you first to seek your permission for us to contact your referees.

Suitable candidates may be interviewed before the closing date, and we reserve the right to withdraw the position if an early appointment is made.

Safeguarding Checks

Alleyn's School 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.

Equal Opportunities

Alleyn's School is an Equal Opportunities employer and welcomes applications for all posts from appropriately qualified persons regardless of age, disability, ethnicity, gender, marital status, sexual orientation, religion or belief.





ALLEYN'S

ALL WE CAN BE

www.alleyns.org.uk



Valuing diversity in the
Alleyne's community

Inclusive
Partner of



Committed
Member of

Inclusive
Employers

Alleyne's School, a charitable company limited by guarantee registered in England and Wales with company number 09401357 and registered charity number 1161864. Registered office address: Alleyne's School, Townley Road, Dulwich, London, SE22 8SU