



School Staff Instructor (SSI) – Cadets

City of Derby Academy, QEGSMAT

Fixed Term July 2023

14.8 hours a week, 52 weeks per year

Thursday and Friday 8.00am - 4.00pm

Scale 5 Point 12 – 17 £22,571 - £24,920 FTE (Pro rata £9,028- £9,967)

QEGSMAT are seeking to appoint an enthusiastic School Staff Instructor (SSI) – Cadets to join our hardworking and high achieving team at City of Derby Academy.

City of Derby Academy CCF Army Section are recruiting a SSI to support the training and administration of its successful CCF. Applications are encouraged from ex SNCO regular / reserves or Cadet Force Adult Volunteers, along with those who have experience of working with young people in the cadet environment. We are seeking an individual who can provide logistical and organisational support in the training programme of the Cadets and the provision of exercises and camps throughout the academic year.

City of Derby Academy is a vibrant and successful school with the vision of ‘improving the life chances of all students’. We do this by providing engaging and enjoyable learning experiences over a broad and balanced curriculum. The key to our success are our passionate staff who work with our students to develop personal and academic success.

City of Derby Academy is a proud member of QEGSMAT. The Trust’s values are for students to ‘Question, Explore; Give; and Succeed’. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

Why work for us?

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.68% for support staff. With access to Teacher Pension Scheme employer contributions of 23.4% for Teachers.
- Family-friendly policies.
- Access to Flu Vaccines.

- Opportunity to work flexibly.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK. Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01332 270450, further details about our school can be found on our website: <https://www.cityofderbyacademy.org/>

To apply for this position, please visit our Trust Website (<https://www.qegsmat.com/current-vacancies/>) where you can apply via TES.

Closing date for applications: 5th August 2022 – Noon

Interview date: WC Monday, 8th August 2022

Salary: Scale 5 Point 12 – 17 £22,571 - £24,920 FTE (Pro rata £9,028- £9,967)

Potential Start date: September 2022



JOB DESCRIPTION - School Staff Instructor (SSI) – Cadets

Post Title:	School Staff Instructor (SSI) – Cadets
Reporting to:	Cadets Contingent Commander
Responsible for:	Logistical and organisational support to CODA CCF
Scale:	Scale 5 Point (£22,571-£24,920) Pro-rated
Disclosure Level:	Child Workforce - Enhanced, Childs Barred list

PURPOSE OF THE POST:

Purpose:

The School Staff Instructor (SSI) will support the Cadets programmes across the City of Derby Academy. They will be the first point of contact for all Cadets administration and will work under the direction of the Contingent Commander.

Main Duties

Duties and Responsibilities:

Personnel, Discipline and Administration:

- Ensure the principles expressed in the mission statement of The City of Derby Academy, are evident in every aspect of the discharge of the duties of the post.
- Model the highest professional standards to staff and students in all aspects of the role, maintaining a visible presence around The City of Derby Academy and leading by example.
- To attend / have an input into all CCF matters within the academy being the first point of contact
- Under the direction of the Contingent Commander, administer the Army section of the CCF and carry out the duties of the SSI in accordance with AC72133.
- Create and update all events for training on WESTMINSTER (inclusive of closing the event after completion).
- Receive and file all CCF (e)mail, ensuring that relevant parties are notified where appropriate.
- Ensure contingent officers attend and are suitably prepared for any relevant courses of instruction.
- Maintain appropriate cadet and CFAV records on WESTMINSTER by logging weekly registers, recording syllabus, event and course outcomes, maintaining CFAV records and ensuring all personnel qualifications and governance categories remain in-date.
- Take follow-up action when cadets fail to attend the service activity by liaising with Year and Attendance Teams and (where applicable) log negative incidents or achievements on ClassCharts
- Remain qualified for all aspects of training by attending MoD run courses as required by the school.
- Maintain and update the training publication library.

- Remain current in appropriate working knowledge of IT equipment for office administration and production of training aids.
- Be routinely available to CFAVs and cadets for advice and support.
- To fulfil any other reasonable requests where appropriate such as lesson cover and mentoring.
- Be instrumental in planning and preparing the syllabus and ensuring the accreditation of Cadets through to Progress 8 is achieved at the City of Derby Academy.
- Security:
 - Ensure all equipment is locked away securely at the end of CCF activities and report any missing or damaged equipment as needed.
 - Be responsible for the security of CCF IT equipment and pupil/CFAV data in accordance with GDPR.
 - Liaise with Brigade and Civil Police as necessary regarding matters of cadet security and advise CFAVs and cadets as and when threats change.
- Operations and Training:
 - Assist in the coordination of training programme at the City of Derby Academy and the production of CCF routine orders.
 - Participate in the instruction of cadets in Skill at Arms, drill, Marksmanship, navigation and fieldcraft at the City of Derby Academy.
 - Book training areas and ranges 3 months in advance of training.
 - Book ammunition, pyrotechnics and rations via Cadet Training Team weeks in advance of training.
 - Apply for authority for all CCF training outside of City of Derby Academy premises 6 weeks in advance of training.
 - Book transport via Brigade 4 weeks in advance of training and travel warrants as directed by the Contingent Commander.
 - Production of range letters / EASPs / RASPs / risk assessments as required for all training and submit these within the required timeframes.
 - Regimental Adventure Training Officer to produce JSATFAs for Adventure Training when necessary.
 - Attend City of Derby Academy meetings as required (including staff meetings and regulatory INSET), CTST conferences, pre-camp conferences and adventure training conferences.
 - Participation in administration of annual camps, military and adventurous training camps, field days and range days.
 - Attend and support all field training, camps and other activities away from the school site as directed by the Contingent Commander.
- Logistics and Quartering:
 - Maintain Unit Equipment Care Directive (UECD) from Brigade ensuring the equipment at the City of Derby Academy is accounted for, checked for serviceability (UMI) and records are maintained.
 - Order, collect and receipt stores, clothing and equipment through the Cadet Training Team.
 - Demand and control the issue and return of all stores to Cadets and Adult Staff.
 - Maintain all stores accounts.
 - Prepare for inspections including: Unit Security, Weapons and equipment for Annual Assurance Regime and Biennial inspection.
 - Ensure the CCF office, stores and assets are maintained in good order and defects are reported as necessary.
 - Ensure the serviceability of air weapons and ancillaries.

METHODS OF WORKING

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Every Child Matters initiatives;
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;

- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



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Person Specification

Criteria	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • Active member of a CCF or ACF (or tri-Service equivalent) or served recently as a SNCO in the Armed Forces. • First aid qualification or willing to undertake training. • Experience of controlling accounts, booking transport and courses. • Experience of working with and influencing at SNCO level or equivalent in the Regular or Reserve Forces or other similar body. • Willing to undergo further military/civilian qualification training as required. • Appropriate rifle range qualification and competent in Cadet weapons, or willing to attend courses as necessary. 	<ul style="list-style-type: none"> • At least one outdoor educational training qualification (preferably Mountain Leader) suitable for teaching students across all age ranges. 	Application letter/interview
Experience	<ul style="list-style-type: none"> • Management and leadership experience 	<ul style="list-style-type: none"> • Experience working at training establishments i.e officer cadets, junior ranks / recruit • Experience of working with young people, being able to develop strong and trusting relationships 	Application form Interview
Skills	<ul style="list-style-type: none"> • Calmness under pressure. • Flexible approach and prepared to work flexible hours including weekends and camps away from home. • Confident and friendly manner • Self-motivated 		Application form Interview

Knowledge	<ul style="list-style-type: none"> • Familiarity with current training pamphlet • Familiarity with Westminster and Defence Gateway 	Previous experience of working with cadets and leading CFAVs	Application form Interview
Personal qualities	<ul style="list-style-type: none"> • Interpersonal • Empathy • Negotiating • Communication (Oral & Written) • Delegation • Team Work • Self-Motivation • Flexible • Organisation & Planning • Creativity & Problem Solving • Reflective • Ability to remain calm in high tension situations • Ability to see the positive in young people displaying challenging behaviour • Resilience • Sense of humour 	Accuracy and attention to detail	Application form Interview