CCF School Staff Instructor

Inspiring locally, influencing globally
King Edward’s School, Birmingham was founded by Royal Charter in 1552 and is one of the most successful boys’ schools in this country. It is an independent HMC day school with 850 boys ages 11-18.

In 1936 the School moved from the centre of Birmingham to its present 50-acre site. The School is immensely fortunate in that site: it is close to the University of Birmingham and is surrounded by playing fields, a golf course, lake and nature reserve, and yet is only 10 minutes by road from the centre of the city. The facilities for teaching, music, drama and sport are exceptional.

The School shares the campus with King Edward VI High School for Girls and collaborates with KEHS in a number of ways, particularly through music and drama. The city of Birmingham has also been transformed in the past two decades and now offers a lively cultural and social life with many further development projects in the pipeline.

The School is the founding father of the King Edward’s Foundation which has control over eight schools in the city, the two independent schools, five grammar schools – Aston, Camp Hill Boys, Camp Hill Girls, Five Ways and Handsworth – and one non-selective academy, King Edward VI Sheldon Heath Academy. The schools in the Foundation work together in a variety of ways and the Foundation itself has the promotion of social mobility in the city at the heart of its strategy.
Accessibility

The School has always enjoyed the reputation of being the leading school of Birmingham, and it attracts pupils from a very diverse range of backgrounds and from over 100 junior schools across the city and beyond. The School is very conscious of its responsibility to be accessible to able pupils of all backgrounds. There is an extensive Assisted Places Scheme for pupils whose parents could not afford the fees: almost 40% of the pupils have some form of financial support and 10% of boys are here for free.

The Development Office, set up in 2008, has already raised over £10m for Assisted Places and 100 boys are now being educated here from these funds. The Foundation and the School spend £2m each year on this purpose. This commitment is also reflected in the scale of the School's Outreach activities: we collaborate with over 200 junior schools and the School won the TES Award for 'Best Independent-Maintained School Collaboration' in 2015.

Academic life

The School has also undertaken two other strategic developments in recent times. In September 2010 A-levels were replaced entirely and at one moment with the International Baccalaureate (IB) Diploma. The purpose of this change was to provide an education in the Sixth Form which is more intellectually challenging and, ultimately, a better preparation for university and life beyond. The School has received six sets of exam results thus far and the outcome has been very successful: 21 boys have achieved 45 points in five years. In 2017, 54% of boys scored 40 points or above, the average points score was 39.1 and 11 boys accepted places at Oxford and Cambridge. The IB Diploma has regenerated the intellectual tenor of the School and that is reflected in many areas of school life. The School was proud to receive The Sunday Times Award for IB School of the Year in 2015.

Academic standards in the School are extremely high. All boys study a broad core curriculum up to the end of Year 11, choosing ten GCSE subjects and all boys take the IB Diploma in the Sixth Form, studying six subjects. Exam results are very strong: in 2017, 70% of GCSEs were passed at A* and 90% were passed at A*/A. 34 boys out of a year group of 121 achieved 10 A*s and 75 boys achieved only A*s and As.

Facilities

The second development is in facilities and that programme has four phases, of which three are complete. The Sir Paul and Lady Ruddock Performing Arts Centre, a facility which is shared with KEHS, was completed in April 2012 and was part-funded by Sir Paul Ruddock, a former pupil. It comprises a 400-seater concert hall, drama studio and facilities for the teaching of music. This building has transformed the quality of experience in the School, not only in music and drama, but also in lectures and community events. The second phase, completed for September 2013, has created new facilities for science and Modern Languages, and a new Sixth Form Centre. This project was made possible by a £2.5m donation from a former pupil. The third phase has been a new £2.5m hockey pavilion and astro pitch. The final phase will see a new sports hall, gym and additional indoor recreational space.
Extra-curricular life

In order to pursue our aims, it is vital that there is a very rich experience for the boys inside and outside the classroom. The School is very active in academic competitions in Maths and sciences and the School’s junior and senior Schools’ Challenge Teams have enjoyed national success. Music and Drama are exceptional with one major dramatic production and three major concerts in the year, including one in Birmingham’s Symphony Hall. Pupils often become members of the National Youth Orchestra. Sport is very diverse and successful, with 18 different sports and major fixture lists in rugby, hockey, cricket and athletics. The School is currently successful at national level in water polo, badminton and hockey. There are many societies, including Debating, Living History, Model United Nations, History, Warhammer. There is a very wide range of expeditions and outdoor activities for younger boys. Over 20 boys each year undertake the Gold Duke of Edinburgh’s Award and the Combined Cadet Force thrives with Army and Navy sections. In total, there are over 140 trips and expeditions each year and visits for boys of all ages both in term-time and out. The diversity of all this activity is helped by Friday afternoon activities: there is no academic timetable after lunch on Friday and boys have the chance to take on many different activities during this time.

Pastoral Care

Beyond all this, the School is a very friendly place both for pupils and staff: boys feel cared for and relations between the boys, and between staff and pupils, are strong. The pastoral system is centred upon the Form Tutor and almost every member of staff is involved. The house system is important, too, providing links between boys of different ages, and competition in a wide range of activities, including many sports, music and debating. The staff is a happy and vibrant community, immensely committed to the well-being of the boys.

In 2013, the School conducted a survey of the parents to evaluate their judgement of the School. It showed that the School was in the top three of all the schools surveyed by RSAcademics for parental satisfaction.
The Role:

CCF School Staff Instructor

The Vacancy

King Edward's School is seeking to recruit a part-time CCF School Staff Instructor to manage the cadet programme and act as the subject matter expert on all cadet activities.

The CCF School Staff Instructor (SSI) will report directly to the Contingent Commander and the Army Section OC. The SSI is the School’s subject matter expert on all cadet activities, giving technical advice and guidance to section officers. The role also includes the management of the cadet infrastructure, the range, ammunition bunker, armoury and stores. Opportunities are available for personal development through appropriate further training, particularly where this will directly benefit the experience of cadets.

This is a part-time role worked across 78 days of the year (usually on Thursdays and Fridays), as agreed with the Contingent Commander. This includes attending the 8-day long Annual Camp and two further mandatory Training Weekends in September and March.

The role has been evaluated at Grade 10, SCP 29 on the Support Staff salary scale, which equates to an actual salary of £11,250 per annum (£32,700 per annum full-time equivalent).

Contingent

King Edward’s School is an independent day school for boys aged 11-18, which consistently maintains a position among the leading schools in the country in the academic, sporting, and cultural arenas. The School has maintained an OTC/CCF for well over a century, and many Old Boys have served with distinction in the armed forces, most notably Field Marshal Viscount Slim. The aim of the CCF today is to provide a disciplined organisation within school, within which boys can learn the personal skills associated with leadership, initiative, and teamwork. Through both military and adventurous training, we seek to promote the qualities of responsibility, self-reliance, resourcefulness, endurance, and perseverance. The SSI will be expected to support these aims and contribute to their achievement.

The Contingent has around 210 cadets, serving in Royal Navy, Army, and Royal Air Force Sections, and in a Royal Navy Section at our partner school, Selly Oak Trust School. The Army Section is affiliated to the Royal Regiment of Fusiliers, the RAF Section has strong relations with RAF Cosford, and the RN Section is currently supported from HMS Raleigh. Training takes place weekly on Fridays during term, from 14.00 to 16.00, though this is often extended to 17.00 or 17.30 if activities are taking place off site. In addition to the SSI, the CCF is staffed by eight officers drawn from the school staff, and a number of other staff help out with specific aspects of the CCF’s activities.

In addition to Friday afternoons, all members of the Contingent are expected to be available for two ‘Expeditions Weekends’ in September and March, and there are regular opportunities to participate in adventurous expeditions. There are annual Summer Camps, and the CCF participates in a number of Brigade Cadet Competitions. Small-bore shooting takes place in the School’s own range, and overseeing the range, the armoury, and the shooting programme is a major responsibility of the SSI.
Job Description
Key responsibilities include:

**Range**
- Maintaining the 25m indoor range and ensuring it is kept up to date with current legislation.
- Complying with the external inspection programmes.

**Security**
- Ensuring the safe keeping and issuing of weapons.
- Complying with the external inspection programmes.

**Stores**
- Managing the logistical requirements within the contingent, Uniforms, Rations, Transport and Equipment.
- Complying with the external inspection programmes.
- Ensuring stores are kept clean, tidy and that all equipment is serviceable.

**IT**
- Keeping the Westminster Cadet IT system up to date.
- Ensuring that the mandatory governance requirements are adhered to.
- Maintaining training and achievement records.

**Meetings**
- Liaising with, and attending meetings with, the 11 Sig West Midlands Brigade and the Cadet Training Team.

**Cadet Instruction**
- Instructing cadets in military training.

**Driving**
- Transporting CCF staff and pupils using a minibus as required and maintaining an appropriate licence.

**Adventure Training**
- Assisting with Adventure Training or instructing where qualified.
- Assisting with Kayaking in the School swimming pool.

**Schools CCF Partnership Agreement**
- Advising on and assisting with the training of CCF cadets from our partner school, the Selly Oak Trust School, in consultation with the Contingent Commander.

**Expedition weekends and trips**
- Attending two mandatory weekends conducted in each training year.
- Assisting in the planning, preparation and conducting of trips in co-ordination with the Contingent Commander and the Army Section OC.

**Attend Annual Camp**
- Attending the week long annual camp.
- Assisting in planning, preparation and conducting of the Annual Camp in co-ordination with the Army Section OC.

**Attend Competitions**
- Accompanying teams to cadet competitions organised by the Cadet Training Team.

**Outdoor Stores**
- Assisting with the maintenance and issue of the Schools outdoor pursuit activity store.

**Other duties**
- Assisting with and organising other duties as reasonably directed by the Chief Master or Contingent Commander.
- Attending mandatory safeguarding training as and when required to do so.
The Role:
CCF School Staff Instructor

Person Specification – School Staff Instructor
The successful applicant will be required to undertake an enhanced DBS check and provide two satisfactory references prior to start.

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<th>Requirement</th>
<th>Essential</th>
<th>Desirable</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Experience of maintaining an indoor range and complying with external inspection programmes</td>
<td>✓</td>
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<td>Post holder must have or gain in post.</td>
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<td>MOD Security clearance for weapons and ammunition</td>
<td>✓</td>
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<td>Experience of maintaining logistical requirements in regard to uniforms, rations, transport and equipment and complying with the external inspection programmes.</td>
<td>✓</td>
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<td>IT Literacy</td>
<td>✓</td>
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<td>Experience of maintaining training and achievement records.</td>
<td>✓</td>
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<td>Qualified in and able to instruct in the following:</td>
<td>✓</td>
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<td>If not qualified this course must be undertaken within the first six months of post</td>
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<td>SAA Instructor</td>
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<td>Range Conducting Officer</td>
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<td>Qualified in and able to instruct in the following:</td>
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<td>Drill instructor</td>
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<td>Navigation</td>
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<td>Experience in instructing cadets in military training</td>
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| Experience in mini bus driving                                              | ✓         |           | Category B licence
Mini Bus driving licence either D1 or age rights                          |
| D1E towing licence                                                          | ✓         |           | If not qualified must be undertaken within the first six months of post |
| Qualifications                                                              | ✓         |           | Mountain Leader Award
Single Pitch Award
Kayaking/Canoe Awards
Pool Life guard qualification (NPLQ)                                       |
| First Aid                                                                   | ✓         |           | First Aid qualified. If not a willingness to attend a course during the first six months of employment |
| A willingness to attend weekend and annual camps                            | ✓         |           |                                                                      |
How to apply

To apply for this role, please send expressions of interest by email to Craig Storey: cs@kes.org.uk.

If you have any queries about the role or would like to discuss it in more detail, please contact Becky Smith, HR Manager, by email: recruitment@kes.org.uk.

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All successful candidates will be required to undergo an enhanced DBS check. A copy of the School's Recruitment, Selection and Disclosure Policy is available on the School website.