

FELSTED **JOB DESCRIPTION**

TITLE: CCF School Staff Instructor (SSI)

ACCOUNTABLE TO: CCF Commander and the Headmaster

Felsted School Combined Cadet Force is one of the six oldest CCFs in the country. Alongside Eton, Harrow, Rugby, Rossall and Hurstpierpoint, Felsted School raised a Cadet Corps in 1860. Currently, the CCF at Felsted has an establishment of 190 Army Cadets and 30 RAF Cadets from Year 9 through to Year 12. There are seven Officers in the Army Section and one in the RAF Section.

JOB PURPOSE:

The School Staff Instructor is employed by the school and is directly responsible to the Contingent Commander. The SSI is to assist the CC in the efficient management of the Contingent and in other duties as directed by the Headmaster.

PRINCIPAL ACCOUNTABILITIES:

- Combined Cadet Force:
 - o Unit Security Officer and an armoury key-holder;
 - o Be on call to attend the armoury (including during the holiday period);
 - o Administration of the Contingent;
 - o Liaison with MoD HQs, Units and Agencies;
 - o Care, maintenance, issuing and accounting for all MoD and CCF stores and equipment including clothing, adventure training equipment, weapons and ammunition;
 - o Care and basic maintenance of the indoor range and armoury;
 - o Regular updating of regulations and pamphlets;
 - o Updating of risk assessments;
 - o Use of the Westminster and Bader CCF databases, including the maintenance of cadet and staff records, and course applications;
 - o Administration of School's CCF Budget;
 - o Provision of military training to the Contingent's Officers and Cadets;
 - o Organising and participating in weekend training, annual camps, adventure training camps and Duke of Edinburgh expeditions both during and out of term time;
 - o Attending courses appropriate to the role of SSI;
 - o Assisting with other duties as deemed appropriate by the Contingent Commander.
- Duke of Edinburgh's Award Scheme:
 - o To play a significant role in the effective running of the DoE Award at Felsted.
- Wider contribution:
 - o As a member of Common Room (under the direction of the Deputy Headmaster):

- o To coach sport (usually two terms per year)
- o To act as a Tutor (to a group of approx. eight pupils);
- o To engage in CPD courses as appropriate e.g. to develop as a sports coach.
- Any other tasks as reasonably required of the SSI by the Headmaster (include as a member of Common Room).

SKILLS, KNOWLEDGE AND EXPERIENCE

ESSENTIAL:

1. Range Qualified (SA(LR) & SA(M) or equivalent)
2. A highly motivated, self-starter with excellent communication skills
3. Particular personal attributes required are honesty, integrity, ingenuity
4. enthusiasm and a willingness to become fully involved with the wider life of the school
5. SNCO/Warrant Officer or equivalent experience
6. A proven record of general administration, preferably in a training environment
7. Hold a full UK/EEA driving licence with the D1 entitlement, which will require evidencing via the Government's free online driving licence database

DESIRABLE:

8. Previous experience of working in a training environment
9. Relevant experience of working with cadets
10. First Aid Qualification (or hold an equivalent qualification)
11. Qualified Instructor in one or more Adventure Training Activities

REWARD AND RECOGNITION

- Employer and employee contributory Pension scheme
- Free life assurance scheme
- Free lunch on full days worked
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to FelstedConnect.org
- Subsidised on-site 'Aroma' by Caffé Nero Coffee Shop.

TERMS OF EMPLOYMENT

- The appointment of an SSI is subject to approval and checks by Felsted School, the MoD as well as CCF Regulations
- SSI is entitled to 51 days' pay by the MoD in addition to their school salary
- Working week: Six days (Monday to Saturday), however, flexibility is required as certain events will take place on Sundays (i.e. Remembrance Sunday)
- With exception of camps, expeditions and preparation work, the SSI will be able to take school holidays.

It is every employee's responsibility for promoting and safeguarding the welfare of children and young persons he/she is responsible for or comes into contact with. Therefore, all employees are asked to undertake a Disclosure and Barring Service check.

Signed: _____ Date: _____