



St Edward's
CHELTENHAM

Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

<p>Post title:</p> <p>Hours of work:</p> <p>Remuneration:</p> <p>Responsible to:</p>	<p>CCF Lead/DofE Coordinator</p> <p>Full Time, Permanent, All Year Round</p> <p>Depending on Experience</p> <p>Contingent Commander for CCF and Director of Operations for DofE</p>
<p>Purpose of the role</p>	<p>The SSI is a key CCF staff member whose principal role is to organise and deliver military and adventure training to the CCF. The SSI role is central to the smooth and efficient running of the Contingent and the development of the leadership potential of Cadets. There is an expectation that the SSI will take a lead in the future direction of the CCF.</p>
<p>Main Responsibilities:</p>	<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • Instruction and Training. • Plan and deliver military and adventurous instruction and training to CCF Staff and Cadets, including mandatory safety tests. • Assist with both military and adventurous training camps, shooting and Cadet Competitions Equipment and Administration. • Responsibility for the issue, care maintenance and accountability of all MoD and CCF equipment. • Take a key role in the running of the Database. • Attend all meetings and conferences as required. <p>Duke of Edinburgh</p> <p>1. Young People</p> <ul style="list-style-type: none"> • Ensure the delivery of high quality programmes to young people in the DofE group.

- Manage the provision of a safe and enjoyable DofE programme for participants in the DofE group.
- Support participants to decide on their programme choices and set their timescales and goals.
- Regularly encourage participation in chosen activities by participants.
- Support expedition team(s) with their expedition planning and arrange for the team(s) to be trained in all of the required areas.
- Encourage the use of eDofE by participants, regularly approve uploaded evidence and agree the completion of sections.
- Celebrate achievements as often as possible.

2. Licensed Organisation

- Keep in regular contact with the DofE Co-ordinator and/or DofE Manager.
- Respond to requests from the Licensed Organisation in a timely manner.

3. General

- Regularly communicate with parents about DofE group plans/meetings etc.
- Use eDofE to measure the performance of the DofE group and to keep abreast of participation.

They may be required to perform any other reasonable duties, as requested by the Contingent Commander or Director of Operations, as the post evolves which are reasonable and commensurate with the job description. The following duties are ones that all staff are required to perform:

Observe Health & Safety procedures and work safety at all times

- To be responsible for your own continuing self-development, undertake training as appropriate to the working environment, location and developments in your role.
- Promote and safeguard the welfare of the children and young persons for whom you are responsible and with whom you come into contact.
- Undertake any other duties as reasonably required by your manager in order to meet the changing needs and demands of the Schools.
- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of the Schools.

This list is not intended to be exhaustive.

Person Specification

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	Essential	Desirable	Method of assessment
Qualifications:	Full, valid UK driving licence, with the ability to drive minibuses (category D1) or willingness to undertake training to fulfil the requirements.	<p>SP/RLT acadclimbing qualifications</p> <p>HAZMAT qualifications</p> <p>First Aid at Work qualified</p> <p>Outdoors activity qualifications (RYA/BCU etc)</p> <p>SA07(M) or Equivalent KGVI Course at CTC SA(90)B</p> <p>Range qualification</p> <p>SAA – Train and Weapon Test Cadets</p>	Production of the Applicant's certificates
Experience:	<p>A proven track record of administration, preferably in a training environment</p> <p>Experience of working with young people</p> <p>Able to provide inspirational leadership and motivate young people</p>	<p>Previous experience with Cadets of young people</p> <p>Hold senior rank in the Armed Forces (Regular, Reserve or Army Cadet) - SNCO or Warrant Officer status</p> <p>Experience of running DofE and CCF programmes</p> <p>Volunteer or staff management</p>	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
Knowledge and Understanding:	<p>Be computer literate</p> <p>Have good administration skills – ability to control accounts, book transport and courses</p> <p>Have an awareness of Health & Safety</p>	<p>Be familiar with and ability to use the Westminster MOD</p> <p>Database Ability to run the D of E Award Scheme</p> <p>Have good contacts with the services</p>	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>

	<p>Knowledge of the Cadet forces ethos and a desire to support, encourage and develop cadets</p> <p>Ability to prioritise</p> <p>Ability to work on own initiative or under pressure</p> <p>Good communication skills both written or oral</p>	<p>CQMS qualification or store ACCT experience desired</p> <p>Have an awareness of Health & Safety in a CCF environment</p> <p>Knowledge of current issues affecting young people</p>	
Personal competencies and qualities:	<p>Willingness to take on further responsibilities in the overall management of the CCF</p> <p>Calmness under pressure</p> <p>Smart and presentable</p> <p>Integrity</p> <p>Respected decision maker</p> <p>Committed to ensuring high standards</p> <p>- Commitment to St Edward's guiding principles</p> <p>Flexible approach</p> <p>Self-motivated</p>		<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
Special Requirements:	<p>Undergo an Enhanced DBS Check</p>		<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>