

School Staff Instructor (SSI)

SSI responsibilities

The key role for the School Staff Instructor is to ensure that the unit conducts a safe system of training:

Ensuring that all training is conducted through a safe practice, in a safe place, by a safe, competent, qualified person with safe equipment:

Typical SSI duties include (but are not limited to):

a. Accounts:

- The control and maintenance of the contingent clothing accounts, and records of issues and receipts for all Service sections.
- The centralising of all demands for new clothing items as a result of kit losses.
- The submission of bills to the Contingent Commander for kit losses.
- The security of all books of account.
- The control and maintenance of the contingent loan stores account.
- The raising of issue and receipt vouchers for all loan stores.

b. Inspections:

- Ensure that the CCF units' weapons and equipment are inspected as outlined in the Brigade Unit Equipment Care Directive.
 - Weekly weapon checks by serial number and quantity
- Prepare all equipment for Land Equipment Assurance (LEA) annual Inspection
- Prepare weapons for annual Mandatory Equipment Inspection (MEI)
- Plan and coordinate Biennial Inspections.

Security:

- The SSI is required to be the Unit Safety Officer and ensure that the following aspects of unit security are conducted in line with JSP 440 (Defence Manual of Security)
 - Contingent Security Standing Orders
 - Annual Establishment Security Self-Assessment (ESSA)

c. Meetings/Conferences:

- Attendance at all chain of command SSI conferences and briefings.
- Attendance at single Service conferences as required.
- Range Briefs and planning meetings

d. Reconnaissance:

- Attending recces of all proposed training.
- Attending mandatory range and training area briefs
- Familiarisation with Defence Training Establishment systems

e. Cadet Stores:

- Physical maintenance and operation of a Quartermaster's Stores
- Accessibility for cadets to exchange, return or withdraw clothing or equipment.
- The preparation and submission of bills to the Contingent Commander for the recovery of money from parents for kit losses.
- Checking of stores and maintenance of accurate registers to ensure that kit and equipment is not lost.
- Carrying out quantity and registration number checks on weapons.
- Carrying out weekly and monthly checks, as required.

f. Equipment Care:

- Manage the CCF MOD Material Account
- Carry out Unit Mandatory Equipment Inspections (UMEI) in line with the Brigade Unit Equipment Care Directive (UECD)
- The physical maintenance and operation of the loan stores account.
- The physical collection of loan stores from the MOD prior to training.
- The physical return of loan stores to the MOD after training.

g. Cadet Management Information Systems (WESTMINSTER):

- Entering weekly parade registers onto system.
- Updating test results and qualifications on system.
- Entering changes to cadet and CFAVs details.
- Seeking out and booking relevant courses for both cadets and CFAVs
- Linking appropriate courses to CFAVs to 'upskill' and 'up-qualify' existing CFAVs.
- Linking relevant courses and competitions to appropriate cadets and working with the Contingent Commander to ensure that appropriate arrangements are put in place for them to attend.

h. Booking Field Days and Camps:

- Booking appropriate elements of field days and camps:
 - Transport
 - Training Support
 - Military Training Areas
 - Stores, ammunition and weapons
 - Feeding and Accommodation
 - Consents/EVOLVE/UKAT Offsite Activity paperwork

i. Communication:

- Acting as a filter to ensure that relevant information comes to the Contingent Commander.
- Maintaining and updating a CCF noticeboard with test results, programmes, scores, letters, courses etc.
- Social Media:
 - Promoting the CCF on all Social Media Platforms
 - Producing posters/flyers

j. Training activities:

- Plan and Deliver a training programme for both CFAV and cadet training
- Acting as quality control over all CCF training.
- Confirming and arranging Cadet Training and Support Team attendance.

k. Camps and Field Days:

- As the Senior Planning Officer/Exercise Director, produce a detailed General Instruction, outlining training concept:
 - Safe Place
 - Safe Persons
 - Safe Equipment
 - Safe Practice
- The operation of administrative support for the contingent in the field.
- Keeping abreast of forthcoming events and ensuring administrative plans are in place and executed.

Publications and Pamphlets (MOD controlled documents explaining policy in all areas of training):

- The control and maintenance of records of MOD pamphlet issues
- The submission of these records for audit.
- The insertion of all of the latest amendments to all MOD pamphlets.