



Queen
Elizabeth's
School

FOUNDED IN 1573

A state
school like
no other

Appointment
of **School Staff
Instructor** for
the Combined
Cadet Force



Background

The School

Queen Elizabeth's is a state-funded grammar school, with 446 years' experience of producing confident, able and responsible young men. We provide a totally meritocratic environment, in which our boys reach their very considerable potential both in their academic and extra-curricular pursuits.

Our rich history is reflected in the School Chronicle, which is read annually on Founder's Day and which records the Governors' requirement that the education we provide should be as much in "good manners as in nurture for learning". Similarly, our formal mission is "to produce young men who are confident, able and responsible".

To this end, we are committed firstly to the pursuit of academic development at the highest level among our boys. As a meritocracy, we unashamedly celebrate intellectual accomplishment and we seek to nurture clear thinking and scholarly curiosity. The fruit borne by this relentless focus is seen every year in our public examination results: QE is consistently placed at or very near the top of national league tables.

Second, we aim to inculcate in our boys attributes such as confidence, resilience and perseverance – qualities that will equip them to thrive at school, at university and beyond, whatever the storms of life may throw at them. This is achieved partly through our bespoke tutoring system and carefully structured pastoral arrangements, and partly through our expectation that all boys participate fully in the life of the School. We have an exciting, diverse range of extra-curricular activities through which every boy can pursue his interests and stretch himself as he learns new skills and talents.





Finally, through an emphasis on service within the School and through initiatives such as our Sixth Form external volunteering programme, we encourage boys to devote themselves to causes greater than themselves. We thus develop in them an awareness that genuine fulfilment comes through seeking to make a contribution to society rather than in pursuing only personal gain.

Queen Elizabeth's School, then, offers a meticulous and richly faceted holistic approach to the education of the boys in our charge. It is this approach, combined with our excellent facilities and a proud history dating back to 1573, that make the QE experience truly a state school experience like no other.

Neil Enright, Headmaster

Further information about the School is available on our website: www.qebarnet.co.uk





THE SUNDAY TIMES

2018 Rank	2017 Rank	
1	2	Queen Elizabeth's School, Barnet
2	1	The Henrietta Barnett School, Hampstead
3	4	Wilson's School, Wallington
4	5	The Tiffin Girls' School
5	3	St Olave's Grammar School
6	7	Reading School
7	8	Pate's Grammar School
8	17	Colchester Royal Grammar School
9	14	Colchester County High School for Girls
10	9	Tonbridge Grammar School
11	6	Altrincham Grammar School for Girls
12	26	Kendrick School
13	20	St Michael's RC Grammar School, Finchley
14	10	King Edward VI Camp Hill School for Boys
15	15	King Edward VI Grammar School, Chelmsford
16	11	The Latymer School
17	25	Colyton Grammar School
18	19	Tiffin School
19	50	Sutton Grammar School
20	28	King Edward VI School, Stratford

Recent A-level Results

Year	% A*	% A* - A	% A* - B
2018	46.9	84.7	97.3
2017	41.5	82.0	96.0
2016	40.1	84.2	98.8
2015	42.2	85.3	98.4
2014	36.1	82.2	96.0
2013	39.3	87.4	98.3
2012	40.2	88.5	98.5
2011	41.1	84.5	97.7



Recent GCSE Results

Year	% A* (9-7)	% A*-A (9-7)	% A*-B (9-6)
2018	78.0	92.2	98.2
2017	70.9	91.8	98.9
2016	62.3	89.2	98.6
2015	69.6	93.5	99.3
2014	63.3	91.0	98.2
2013	66.1	92.5	99.0
2012	63.9	90.1	98.1
2011	55.3	90.6	99.3



The School campus



The Role

Job Title: **School Staff Instructor (SSI) for the Combined Cadet Force (CCF)**

Responsible to:

Contingent Commander, Major Mev Armon

Assistant Head (Pupil Involvement), Mr Crispin Bonham-Carter

The School Staff Instructor is a vital member of the team leading the Combined Cadet Force at Queen Elizabeth's School. The role is crucial in ensuring the smooth and efficient running of a successful contingent. The SSI is employed by the School and is directly responsible to the Contingent Commander for all aspects of administration, including the MOD Cadet Management Information System (CMIS) on Westminster and the safe training of Cadet Force Adult Volunteers (CFAVs) and cadets.

The SSI is the main point of contact for various headquarters such as Regional Command and Headquarters London District (LONDIST).

Applications are welcome from all suitably qualified and experienced individuals and we are willing to consider candidates from a wide range of backgrounds. The ideal candidate will have strong military experience, for example, as a regular or reserve Warrant Officer or Senior NCO with instructor and range management qualifications.

Candidates will be expected to be conversant with the latest infantry tactics and will be physically able to instruct, encourage and lead cadets in the field. The SSI must hold the relevant cadet qualifications and it would be helpful to hold the appropriate Exercise Conducting Officer qualifications. It is necessary to hold a clean driving licence, preferably with a minibus qualification.

The SSI will not be able to take up post until the School is in receipt of a satisfactory DBS check at enhanced level. The School will also require: evidence of the right to work in the UK; at least two satisfactory references; evidence of qualifications; and, confirmation of medical fitness for the demands of the role.

The Combined Cadet Force at Queen Elizabeth's

Queen Elizabeth's School is one of relatively few state schools in the UK to have a Combined Cadet Force (CCF). Established in 1992, ours is sponsored by the Corps of Royal Engineers, with the Regular Army providing support in training and administration.

Each CCF is a partnership between a school and the Ministry of Defence and has as its aim "the development of personal responsibility, leadership and self-discipline". Boys in our CCF undertake a broad range of challenging, exciting, adventurous and educational activities, as well as important ceremonial duties on occasions such as Remembrance Sunday and Armed Forces Day.

The CCF at QE, which is for pupils in Years 9-13, provides a training framework in which boys can develop a range of physical abilities, including endurance and co-ordination. It also promotes teamwork and practical leadership skills; on completing the relevant courses, many become instructors within the unit. They also learn self-reliance, which is put into practice during field training. Although the CCF is not a pre-service organisation, the CCF Association acknowledges that CCF objectives include encouraging encourage those who have an interest in the services to become officers of the Regular or Reserve Forces, and a significant number of officers have indeed had experience in a CCF.



Recruitment at QE is limited to 30 boys per annum. All Year 9 pupils are eligible to apply, together with any Year 10 boys who have expressed an interest. To derive the most benefit, boys need to possess at least a moderate level of fitness; selection is therefore by a number of simple physical tests.

The CCF meets weekly after school, with testing and assessment carried out on Saturday mornings. Year 9 recruits receive training in basic weapon-handling, field craft, camp craft and drill. Year 10 boys learn about tactics, leadership, map-reading and first aid. In Year 11, the focus is on methods of instruction and a cadet leadership course, while the Sixth Form have further instruction in all these areas. There are frequent opportunities to take part in activities away from the School, which range from one-day obstacle course training events to the eight-day Central Camp.



Duties and Responsibilities

Personnel and Administration

This is not an exhaustive list, but the following is indicative of the administrative tasks for which the SSI is responsible:

1. Ensuring all training pamphlets and publications are maintained and updated.
2. Maintaining an appropriate working knowledge of IT for office administration as well as the production of training materials.
3. Booking inspections as guided by the Contingent Commander in line with MOD regulations.
4. Updating cadet and CFAV qualifications and booking training courses using CMIS.
5. Holding and recording weekly meetings, where possible, with the Contingent Commander and CFAVs.
6. Ensuring the at the CCF office, stores and armoury are maintained and in good order, reporting defects as necessary and complying with all fire and safety requirements.

Security

Whilst the Contingent Commander currently holds the appointment, it is possible that the SSI will be the Unit Security Officer (USyO) as identified in Unit Security Standing Orders (USySOs) issued by LONDIST. This requires compliance with School and MOD security policies, including:

1. Securing buildings, clothing, equipment, rations, stores and vehicles on loan to and owned by the CCF.
2. Implementing security procedures, particularly during field training, camps and other activities away from the School site.
3. Dealing as appropriate with regular security inspections, including regular annual checks and MOD inspections.
4. Securing School and MOD-owned Information Technology and ensuring use is in accordance with School and MOD appropriate use policies.
5. Managing 24-hour responder availability for the alarm system and liaison with the alarm monitoring company, maintenance company, the School's Facilities Management team and the civilian police as required.
6. Security awareness training for CFAVs and cadets.

Logistics

The SSI is the Unit Deputy Equipment Manager (UDEM), as identified in the Equipment Care Directives issued by LONDIST. Responsibilities include compliance with School and MOD Logistics policy, including the following:

1. Planning and implementing the daily work schedule for the maintenance of clothing, equipment, rations, stores, and vehicles.
2. Correct storage and handling of hazardous materials including radioactive (minor sources) equipment if they are held.
3. Demanding, collecting, and accounting of ammunition, clothing, equipment, rations, stores, and vehicles in support of newly joined cadets and CFAVs, field training, camps and other activities away from the School site.
4. Preparing, presenting, maintaining, accounting, and back loading of stores, weapons, ammunition, and equipment.
5. Liaising with the CQMS & RQMS at LONDIST on all equipment issues, including reporting equipment faults and damage.
6. Maintaining and updating all G1, G2, G3 and G4 paperwork relating to Equipment Care.
7. Ensuring that all CCF stores within the school are kept clean and tidy.



Training

The SSI will have responsibility for training cadets and CFAVs and oversees all aspects of Contingent training, assisting CFAVs and the Section Commanders in planning, and in particular:

1. Ensuring that Risk Assessments, Range Action and Safety Plans (RASPs) and Exercise Action and Safety Plans (EASPs) are completed by CFAVs, to ensure compliance with the MOD Safe System of Training (SST).
2. Attending and supporting all field training, camps and other activities away from the School site as directed by the Contingent Commander.
3. Liaising with Regular, Reserve and other MOD units, including LONDIST and other Cadet Forces, for the procurement of training areas, manpower, vehicles, equipment and any other administrative function in order to carry out his/her duties professionally.
4. Managing in-house training for all CFAVs as required and booking external courses as necessary.
5. Producing and distributing the training programme for each term in advance, briefing cadets and CFAVs where appropriate, and distributing to LONDIST.
6. Attending courses appropriate to the duties of an SSI. This includes achieving and maintaining cadet associated qualifications (e.g. range management, SAA, and AT where appropriate).
7. Advising the Contingent Commander at all times on any and all issues of importance relating to the smooth running of the Contingent.
8. To ensure an outline Main Events List and specific approvals to train are sent to LONDIST well in advance of training.



QUALIFICATIONS AND TRAINING *It may be possible to obtain training/qualifications in these areas in post	Essential	Highly desirable	Desirable
Security Awareness Training			X*
Information Technology Security Awareness Training			X
Range Management Qualification		X	
Exercise Conducting Officer Qualification		X	
Infantry Level Tactical Knowledge		X	
Navigation Instructor Qualification			X
First Aid Instructor Qualification			X*
Drill Instructor Qualification			X
Mountain Leader Qualification		X*	
Other Adventure Training Qualification			X
Ammunition Storeman Qualification			X*
Microsoft Office (competent in Word, Excel and PowerPoint)	X		
Basic Funds Accounting			X
HAZMAT & FMT 600 Driving Qualifications			X*
D1 Minibus driver		X*	
EXPERIENCE *It may be possible to obtain training/qualifications in these areas in post	Essential	Highly desirable	Desirable
Instructional experience	X		
Management / leadership experience		X	
Experience working at training establishments		X	
Adventurous Training Expedition Planning			X
Familiarity with current training pamphlets			X
Air Rifle maintenance			X*
Management of Equipment Care Inspections (ECIs)	X		
EXPERIENCE	Essential	Highly desirable	Desirable
Suitable to work in a School environment	X		
Commitment, patience, self-discipline and excellent time-keeping	X		
Ability to establish good working relationships with young people, school colleagues and the armed services	X		
Ability to evaluate and improve performance	X		
Ability to work under pressure, independently and for long hours when necessary	X		

Terms and Conditions

This is a part-time role. The pattern of working will be agreed on appointment but we anticipate the commitment to be two days each week (c. 0.4 FTE) during term-time, to include afternoon parades on Mondays.

Additional hours will occasionally be required at weekends and during the School's holidays for training and camps. A degree of flexibility will be required to enable duties to be completed at times outside of the usual school day.

The full-time equivalent salary will be in the region of £20-22K with the pro-rated amount dependent upon the number of hours in the agreed contract of employment. For candidates wishing to work more hours, it may be possible to combine this role with another part-time position at the School.

The SSI may claim Volunteer Allowance for up to 51 training days from the MOD at c.£70 per day(c.£3570 p.a.). For some there would be the additional opportunity to join the Contingent as a CFAV, holding appropriate Officer rank; this would enable an additional Volunteer Allowance to be claimed for up to 50 additional training days from the MOD.



How to Apply

Covering letters, CVs and application forms should be submitted online at <https://www.qebarnet.co.uk/job-application-form/>

If you are unable to apply online please email your application to recruitment@qebarnet.co.uk.

If candidates prefer to send their application by mail, it should be addressed to:

Neil Enright
Headmaster
Queen Elizabeth's School
Queen's Road
Barnet
Hertfordshire
EN5 4DQ

All applications will receive an acknowledgement of safe receipt.

The closing date for applications is 0830 hours (GMT) on Monday 30 September 2019 although submissions will be considered as they are received.

Candidates are welcome to make an appointment to have an informal discussion with the Contingent Commander, Major Mev Armon, before submitting an application. This can be made through the Headmaster's Personal Assistant, Nicola Weston, who can be reached at recruitment@qebarnet.co.uk.



Queen Elizabeth's School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service. We are an equal opportunities employer.