



ST JAMES

Senior Boys' School

Job Descriptions

St James prides itself on providing a caring atmosphere for students of all abilities to thrive. Many of our students go on to attend top Universities. We also strive to keep our class sizes low in a bid to provide the support structure many students require.

School Staff Instructor (SSI)

Reporting to the Contingent Commander

St James Senior Boys School are currently recruiting for a School Staff Instructor (SSI) to join our Combined Cadet Force (CCF) team.

The Combined Cadet Force Charter states that it is a youth movement, based in schools and sponsored by the Ministry of Defence. The aim of which is to provide a disciplined organisation in a school, so that pupils may develop powers of leadership by means of training, to promote the qualities of responsibility, self-reliance, resourcefulness, endurance and perseverance, and to encourage a sense of service to the community.

There is, naturally, a certain amount of military training in the CCF. The function of this is:

- a) to provide an opportunity for young people to exercise responsibility and leadership, and to learn from the Services how they can best be developed
- b) to impart a basic knowledge and understanding of the role of the Defence Forces
- c) to encourage those who have an interest in the Services to join the Armed Forces.

St James CCF is one of the most successful and well respected CCFs in London District, most recently entering the Nijmegen Marches 2024, achieving the team medal, but also the award of 'best Army Cadet unit' by the British Military Contingent. It has at present, around 60 cadets in an Army Section only unit. There are 4 Officers and other additional staff, both cadet and civilian, to enable a range of experiences and opportunities for the cadets, including outdoor pursuits, adventurous training and military activities. The unit is open to students in Year 9 and above and participation is completely voluntary. There is a strong link between the CCF and the Duke of Edinburgh's Award scheme at St James as there is considerable overlap between the Award and many elements of the CCF training and large numbers of pupils successfully complete the award at all levels while members of the CCF. St James CCF has an impressive array of both Military and Adventurous Training kit and equipment stored in a dedicated building on site. This, together with our modern on-site armoury, enables a wide range of training opportunities.

In addition to our weeklong Annual Camp in the Summer the unit currently runs a busy annual programme of at least one weekend activity per half term including an annual overseas Battlefield Study tour, weekend FTX training & a Remembrance Sunday Commemoration.

Main duties and responsibilities:

To support the management, planning, organisation, and delivery of Contingent activities and training over the course of the annual training cycle, including:

- Managing the annual calendar of CCF training activities.
- Weekly Tuesday Parade Evening training activities
- Weekend training activities and CCF Annual Camps
- Booking of training areas facilities, camp accommodation, ammunition, rations, and transport
- Liaison with Cadet Training Team staff when appropriate and required
- Attend additional training courses as required by the Contingent Commander
- Identifying and booking appropriate training courses for CFAV staff members
- Participate in the annual school Open Day, and in activity days provided at school for visiting pupils when required
- Monitor and manage all communication with the MOD/CTT chain of command and co-ordinate any required response in consultation with the Contingent Commander
- Ensure that the CCF Contingent is compliant with the governance requirements of the school and the MOD
- Co-ordination of all other CCF activities as required by the Contingent Commander.
- Ensure that all CCF activities are recorded on the school calendar of events to prevent conflict with other school activities.
- Maintain and update Contingent Standard Operating Procedures and training documentation
- Maintain a high standard of turnout and discipline within the Contingent.
- Support cadets who are participating in the school's Duke of Edinburgh Award Scheme and liaise with the school's DofE lead
- Maintain accurate cadet and staff personnel records on Westminster.
- Create and record all CCF training activities on Westminster
- Record attendance on weekly Parade Evenings and other CCF training activities

Equipment & stores:

- Responsibility for the ordering, issuing, care, maintenance and storage of all MOD and CCF equipment, including uniform clothing, ammunition, rations, activity equipment and other stores.
- Responsibility for the security and maintenance of the school CCF building and CCF armoury.
- Responsibility for the accounting for and issue, receipt, maintenance, security and serviceability of weapons and ammunition on issue to the Contingent.
- Conduct all mandatory weapon, equipment, clothing and stores checks.

Other Duties:

- Perform the role of Unit Security Officer
- Perform the role of the first responder to CCF alarm activations.
- Process all Contingent accounting records and CFAV VA claims
- Maintain the CCF Public Funds Account, producing an annual report to be submitted for audit.

Sixth Form Study Supervisor

Reporting to the Head of Sixth Form

Reporting to the Head of Sixth Form, the primary purpose of this role is to supervise study periods for students in Years 12 and 13.

- To ensure that the school's teaching and learning and lesson protocols are followed in pupils' study periods, and that pupils settle quickly in their learning activities.
- To manage the behaviour of pupils in the study periods and report any behaviour issues to the Head of Sixth Form.
- To establish effective working relationships with Years 12 and 13 students.
- To promote and role model high expectations of all pupils.
- To undertake any other duties and responsibilities by the Head of Sixth Form as required, which are covered by the general scope of the post.
- The invigilation of all Sixth Form internal school exams to ensure that exams are conducted in line with national exam guidelines.

Educational Visits Coordinator (EVC)

Reporting to the Deputy Headmaster Operations

The Educational Visits Coordinator at St James Senior Boys' School will support the Head and school governing body in the coordination, planning and approval of external trips, visits, and activities and will advise and support trip, visit, and activity leaders through efficient and compliant administration and coordination of residential trips, overseas trips, adventurous activities, outdoor education, cultural experiences, and curriculum trips.

- To ensure that all educational visits are compliant with school policy and guidance and meet all health and safety and other legal requirements.
- To design, implement and evaluate best practice for the safe management of all educational trips, visits, and activities.
- To ensure the highest standard of risk assessment, safeguarding, and health and safety in the conducting of external trips, visits, and activities.
- To quality assure all paperwork associated with trips to ensure that the highest standards are being met.
- To ensure that all external agencies or contractors on trips, visits, or activities meet the school's required insurance and safety standards e.g. of AALA, CLoTC, STF.
- To monitor risk assessment of trips, visits and activities and advise the Headteacher and governing body of any concerns which may prevent an external trip, visit, or activity being conducted as planned.
- To hold an EVC qualification. (Successful candidates who do not currently hold an EVC qualification will be expected to, and supported in, successfully completing training).
- To attend further CPD training (including EVC revalidation) as required and keep up to date with developments in effective trip, visit, and activity management.
- To be aware of reported incidents on school trips, visits and activities which have happened in the wider schools' communities, and to identify and communicate to staff any best practice which could be learned from such incidents.

- To be the first point of contact for queries or concerns regarding any planned external school trip, visit, or activity.
- To provide support and guidance for staff leading or attending trips, visits or activities, and identify suitable training when appropriate.
- To coordinate training for other staff on leading trips, visits, and activities safely.
- To ensure that staff understand the requirements of their roles on an external trip, visit or activity e.g. trip leader, deputy trip leader, nominated First Aider.
- To keep thorough records of trips, visits, and activities in line with legal requirements, audit trail, and best practice - including staff evaluations of each.
- To support school staff in major school events or activities e.g. the annual School Open Day
- To provide occasional First Aid support in school should the school nurse be unavailable.
- To perform any additional task which could be reasonably required of you by senior staff at school

St James Senior Boys' School is committed to safeguarding and promoting the welfare of children and young people. All Teaching roles within the school are regarded as Regulated Activity; Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.