Job Description

**Patrol Officer/School Staff Instructor (SSI)**

**Weeks per year:**  39

**Hours per week:** 37

**Grade:** MK6

**Accountable to:**  Director of Behaviour, Culture and Ethos

**Direct Reports:** None

**PURPOSE**

1. Implementing school policies on discipline and behaviour
2. Maintaining the highest standards of student behaviour at all times
3. Measuring the impact of behaviour strategies
4. Working in conjunction with all staff to support student behaviour, welfare and achievement
5. Ensuring that students understand and subscribe to the values and ethos of the school
6. Supporting individual teachers in the management of disruptive learners and help reduce the behaviour management workload of teachers thus enabling them to focus on teaching and learning
7. Provide the liaison between the British Army infrastructure, including the Cadet Training Team (CTI).

**ROLES AND RESPONSIBILITIES**

**Patrol Officer – 3 days per week**

* Supervise corridors and external spaces during the academy day inside and outside of the academy building, being especially vigilant as to the health, safety and security of the students within their care, and in accordance with the School Behaviour Policy
* Facilitate the smooth running of the on call process, currently denoted BSR
* Ensure reasonable behaviour and safe conduct of pupils by maintaining good order and discipline, dealing as appropriate with all incidents of disorder ensuring that any disruption is minimised
* Attend to accidents which may occur during the day in accordance with the school procedure and guidelines on accidents, their treatment and reporting
* Supervise the safety and ensure good conduct of students arriving and departing the academy
* Be the first point of call when members of staff request behaviour support and de-escalate conflict
* Ensure that all Behaviour Support calls are correctly recorded and sent to Pastoral Teams and Subject Leaders each day
* Assist Year Teams and classroom teachers in managing behaviour
* Keep Year Teams and Subject Leaders informed of any concerns about student behaviour
* Promote an ethos of high expectations in relation to behaviour for all students
* Liaise with teachers, and pastoral staff in relation to behaviour when it impinges on the learning of individuals and groups of students or when it presents a barrier to learning for a particular student
* Discuss where appropriate, disciplinary incidents with students and colleagues
* Work with others in providing day-to-day guidance and support for students that cause disruption to the learning of others and be a point of reference for staff when BSR has been used

**School Staff Instructor - 2 days per week**

* Be conversant with all safety regulations as laid down in CCF documentation, and by MOD Health and Safety authorities to ensure that the correct standards are maintained in all aspects of training.
* Produce written instructions for all training activities including ranges and exercises.
* Maintain current first aid qualification, attending refresher courses as required.
* Maintain all other professional qualifications pertaining to the role.
* Liaison with MOD security officers and the security alarm monitoring company.
* Comply with the requirements for security as laid down in the relevant MOD publications.
* Prepare for, and be in attendance for all periodic inspections: Biennial Inspection, Equipment Care Inspections (ECI), Mandatory Equipment Inspection (MEI)
* Maintain comprehensive P-Files (Personal Files) for all officers on strength. Liaise with Brigade HQ regarding all aspects of CCF personnel and administration.
* Arrange for delivery of commissioning papers for new officers, and assist in completion and submission.
* Arrange security vetting.
* Advise on officer training courses.
* Apply for and arrange loading on Westminster database of officers on qualification courses e.g. CCF Basic Course Frimley Park, AT training, range qualifying courses, first aid etc.
* Update Cadet Force databases, namely Westminster with changes to officers' status.
* Indent for supply of officer uniform.
* Write and input termly reports on cadets' performance.
* Maintain up to date records of CCF officers, to include length of service, courses undertaken, promotions, qualifications and any other relevant details.
* Maintain officers’ pay records.
* Manage cadet records (ensure all data is complete and up to date)
* Complete weekly parade registers.
* Attend all contingent officer meetings.
* Attend meetings at CTC Frimley, brigade, training area allocation conferences etc. as required.
* Maintain discipline within the contingent.
* Support and assist the Army Section and with any training or activities when help is required.
* Monitor training to ensure completeness and compliance with MOD Directives and safety.
* Assist with the planning and preparation of the relevant training programmes; publish for all contingent officers, and supporting units.
* Maintain a high standard of turnout and discipline.
* Ensure NCOs carry out designated tasks.
* Teach specific subject periods when required.
* Be available for evening and/or weekend training sessions as required.
* Ensure the quality of instruction by officers and cadet NCOs.
* Maintain good working relationships with the Senior NCOs of the army section.
* Advise and assist with NCO development and maintenance of standards of instruction and leadership.
* The planning and supervision of weapon training and testing.
* Arrange transport of and issue weapons and ancillaries prior to all weapons training sessions.
* Attend weekend exercises, Easter and CCF Central Summer camps, term­time field days, training days and parades.
* Train and enter cadet competitions
* Plan and write training exercises as required.
* Review content of the weekend training exercises written by the section officers prior to submission to Training Safety Advisor.
* Assist staff with the writing of risk assessments, RAMs (Live Firing Range) and EAMs (Exercises) etc. as required.
* Manage the bookings and all aspects of planning for training events including accommodation, transport, feeding and equipment.
* Manage logistics whilst on camps including daily ration returns, use of hired transport, ammunition issue and equipment care.
* Complete Authority to Train requests and submit to Brigade HQ for approval.
* Procurement of additional stores, including collection and delivery, and local purchase where applicable e.g. rations, ammunition and loan equipment.
* Collect and deliver additional weapons and ancillaries from supporting units in accordance with Security Standing Orders.
* Reconnaissance of training areas and attendance at training area conferences.
* The take over and hand over of training areas and accommodation.
* Compile nominal rolls for all exercises annotated with medical conditions, special needs, dietary requirements etc.
* Write and distribute admin instructions as required.
* Complete paperwork in relation to the usage of training areas and ranges.
* Plan and conduct blank firing exercises and range practices in accordance with the rules laid down.
* Inspect and return all ammunition and supporting paperwork.
* Issue loan equipment to cadets and maintain records, ensure swift return on completion of exercises and follow up any late returns.
* Compile a list of charges for any lost equipment owned by the CCF.
* Report any MOD equipment faults.
* Be responsible for all non-financial accounts including ammunition, clothing and stores.
* Order all clothing, rations, and ammunition and expendable items from
* Infantry Brigade HQ CTI using the recognised demand process
* Ensure the correct storage of arms and ammunition, carry out audits and inspections on a weekly or monthly basis as laid down in the relevant MOD publications.
* Supervise and record the issue and receipt of stores items.
* Organise the maintenance, repair and serviceability of weapons. Report and record any faults in liaison with RQMS/CQMS.
* Organisation, issue, receive, maintain and the upkeep of the maintenance of
* CCF stores.
* Procurement of CCF locally purchased equipment.
* Maintain records of clothing and equipment issued by MOD.
* Organise the repair and exchange of clothing and requests for additional clothing.
* Be responsible for the storage and issue of training publications and training aids.
* Organise purchase of boots and bulk ordering of clothing for new recruits in readiness for start of the school year.
* Liaise with school Health and Safety department regarding all aspects of
* Health and Safety in the CCF stores.
* Produce and update standing orders pertaining to the stores, arms and ammunition stores.

**Other**

* Ensure that your involvement with students as well as other staff reflects the Academy’s inclusive ethos and its commitment to being a professional learning community
* Contribute to supervision duties to ensure the maintenance of a safe and secure school environment
* Keep up to date with developments and understand the latest information on data protection, confidentiality and other legal issues
* Ensure that safe working practices are adopted and a safe working environment is maintained

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

**The Milton Keynes Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

*The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from Rehabilitation of Offenders Act. If your application is taken further you will be asked to declare details of any criminal record, even convictions that are ‘spent’ according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.*

Employee Name:…………………………………………

Employee Signature:…………………………………….

Date:…………………………..