



Job Description

School Staff Instructor (SSI)

Responsible to: Assistant Head of School/Contingent Commander

Purpose

- All aspects of the job relating to CCF activities. The SSI is to provide liaison between the unit and CCF RN HQ and the Area Instructor (AI).
- Supervision of classes
- Curriculum support

Key Tasks

- Support in developing an engaging and activity driven curriculum.
- Attend occasional weekend exercises and CCF Central Summer camps, term-time field days and occasional training days and parades as required.
- Manage the bookings and all aspects of planning for training events including accommodation, transport, feeding and equipment.
- Maintain discipline within the contingent.
- Monitor training to ensure completeness and compliance with MOD directives and safety.
- Maintain cadet database (Westminster) and school databases
- 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.
- Liaise with safety inspectors and implement requirements following regular inspections.
- Prepare for, and be in attendance for all periodic inspections
- Maintain comprehensive P-Files (Personal Files) for all Officers on strength.
- Liaise with RN CCF HQ regarding all aspects of CCF personnel and administration.
- Provide opportunities/support for subject enhancement days