



Job Description

Post title	Interim School Staff Instructor and Welfare Coordinator (CCF) maternity cover
Academy	Haberdashers' Aske's Hatcham College
Grade	Two days per week during term time at a daily rate of £120
Responsible to	Contingent Commander

Summary of the overall purpose of the job

To command and support the Contingent in managing and developing the Federation CCF. The applicant is likely to be an ex or serving NCO / Officer of the regular, reserve or cadet forces and have a good working knowledge of the cadet movement as a whole. The ability to inspire young people and possession of a good sense of humour are essential.

Key responsibilities and objectives of the job

- Ensure the safety of the cadets, pupils and staff at all times. This is to include security briefings as it affects CCF members when visiting barracks, training establishments and training areas
- Planning and delivery of the CCF training syllabus to include:
Adventure training, Weekend exercises, courses and camps including appropriate reconnaissance, sourcing and organising equipment (clothing, food, weapons, ammunition, finance) and transport
- Secure arms, ammunition and other stores held
- The register and secure storage of keys
- Arrange authorisation for training
- Organise and manage the general administration of Hatcham CCF including routine mail, filing and records
- Closely liaise with those external agencies that provide training, facilities and instructors to the contingent. This will include London CTT, military careers officers and staff, the London District CQMS and other CCF's, Police and Prevent
- Administration and application of the WESTMINSTER ICT system and inputting to it all of the cadet and adult attendance and other necessary details
- Manage and administer the progress of cadets through the cadet training syllabus, BTEC schemes and Duke of Edinburgh awards
- Administer courses for adults and cadets
- Administration of CCF events and social functions
- Maintain the pamphlet library and those posters relevant to the contingent

- The full and recorded register, including maintenance of all equipment of that on loan to the contingent
- Preparation and presentation of all parades including the Biennial inspection with full briefing to the Contingent Commander
- Responsible for the preparation and manning all Platoon CCF demonstrations on Federation / Open days in conjunction with the school.
- Maintenance of allocated CCF buildings in liaison with appropriate school staff
- Act as point of contact for all matters regarding CCF Platoon's
- Ensure compliance with data handling
- Update and assist in Risk assessments
- Maintain standards and discipline within all Platoons
- Familiarise yourself with publications such as JSP 313, 814, 535
- Undertake all training area, course and range bookings with the relevant defence estates office
- Monitoring and enforcement of routine periodic weapon handling tests and JSP 535 (Red Book) testing for contingent members and staff
- Monthly Weapons Checks
- Monthly written report to Contingent Commander and Principle
- Monthly stock check
- Undertake pastoral duties as directed by the Principal and Vice Principals

General responsibilities and objectives

- To promote the principle of equal opportunities in the College
- To promote a single College ethos
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Academy's safeguarding policies
- To work within the academy framework with regard to Health and Safety
- To promote the College's commitment to the continued professional development of all staff
- To undertake any duties as may reasonably be required by the Principal

Please note

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Date JD was agreed: 06/04/17

Person Specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED
			AP Application AS Assessment I Interview P Presentation R References
Education/qualification and training			
• SA (M) 07		✓	AP,I, R, AS
• CF SAA Instructor		✓	AP,I, R, AS
• First Aid At Work	✓		AP,I, R, AS
• Full UK Driving Licence	✓		AP,I, R, AS
• Obstacle Course Supervisor		✓	AP,I, R, AS
• Adventure Training Qualification		✓	AP,I, R, AS
• Ammunition Storekeeper		✓	AP,I, R, AS
• Climbing Wall Award		✓	AP,I, R, AS
• Sports qualifications		✓	AP,I, R, AS
• Instructor/teaching qualifications		✓	AP,I, R, AS
Knowledge/skills			
• Computer literacy	✓		AP,I, R, AS
• Awareness of Health & Safety in cadets	✓		AP,I, R, AS
• Knowledge of Cadet Force Ethos	✓		AP,I, R, AS
• Ability to prioritise	✓		AP,I, R
• Good communication skills	✓		AP,I, R, AS
• Be familiar with Westminster	✓		AP,I, R
• Have good contacts in the service		✓	AP,I, R
Experience			
• Served in regular/reserve/cadet force	✓		AP,I, R, AS
• Previous experience with cadets	✓		AP,I, R
Personal characteristics/other requirements			
• Ability to work on own/under pressure	✓		AP,I, R, AS
• Be prepared to work weekends	✓		AP,I, R, AS

• Be prepared to work long camps	✓		AP,I, R, AS
• Willingness to take on further responsibilities in the management of the CCF	✓		AP,I, R, AS
• Calmness under pressure	✓		AP,I, R, AS
• Smart, presentable and a mature, responsible approach	✓		AP,I, R, AS
• Confident and friendly manner	✓		AP,I, R, AS
• Discreet and confidential	✓		AP,I, R, AS
• Self-motivating	✓		AP,I, R, AS
• Mentally and physically fit	✓		AP,I, R, AS
• Willingness to attend courses	✓		AP,I, R, AS