



ROYAL
HOSPITAL
SCHOOL



JOB DESCRIPTION FOR THE ROLE OF
CONTINGENT COMMANDER
FOR THE COMBINED CADET FORCE (CCF)
FOR APPOINTMENT 1 SEPTEMBER 2018



NAVIGATING SUCCESS

KEY FACTS

Type of School: **Co-educational, boarding and day**

Age range: **11 - 18**

Number of pupils: **750**

Number of boarders: **450**

Teacher/pupil ratio: **1:8**

Religious tradition: **Christian**

Fees per term: **Boarding £7,795 - £9,995 and day £4,845 - £5,300**

ISC associations: **HMC, The Society of Heads and Boarding Schools' Association**

CONTENTS

KEY FACTS **2**

CONTEXT **3**

CCF AT RHS **7**

THE ROLE **8**

ADDITIONAL INFORMATION **12**

HOW TO APPLY **13**

THE ROYAL HOSPITAL SCHOOL

NAVIGATING SUCCESS

The Royal Hospital School (RHS) was founded in London in 1712 by the Royal Naval Crown charity, Greenwich Hospital, to educate the children of the Hospital's pensioners and prepare them for a life at sea. Many went on to become famous admirals, explorers and pioneers. The School is still owned by Greenwich Hospital, whose sole Trustee is the Secretary of State for Defence on behalf of the Crown. RHS is immensely proud of its historic, royal and naval links, and discovery, exploration and challenge continue to shape its ethos. The traditional values of loyalty, commitment, courage, respect, service and integrity have underpinned the School's core aims and philosophy from the very beginning. Three hundred years later, they are as relevant to the education provided now, as they were then.

Today the Royal Hospital School is set in 200 acres of beautiful Suffolk countryside overlooking the Stour Estuary and within an hour of London. RHS is a leading independent, co-educational boarding and day school providing a full and broad education, fit for the modern world.

RHS inspires pupils to have the courage to be ambitious for their futures and the commitment to pursue whichever path they choose. We challenge pupils of all academic abilities, steering them to look beyond the moment and beyond the confines of the classroom, and to approach life with an open and receptive mind. It is through thinking creatively and taking the initiative that they discover their influence, strengths and ambitions and establish the skills they need to pursue purposeful and fulfilling lives.

Everyone can achieve the most exceptional things but we are all different. That is why we focus on the individual, getting to know every one of our pupils and finding out what motivates them. By understanding a young person's strengths, and what he or she might find more difficult, we can help them to make the right choices at the right time.

It is this focus on personal challenge and individual guidance that enables pupils to develop into self-reliant, socially responsible adults with enviable open-mindedness and resilience, qualities which are so sought-after by employers and important in life.



SCHOOL MISSION, VISION AND AIMS

Our **Mission** is to understand each young person's strengths, to help them to make the right choices at the right time, navigating through their critical, formative years and ensuring their education becomes the foundation for their happiness and success.

Our **Vision** is to achieve national and international recognition as the school of choice for parents seeking an outstanding all-round and full education for their children, enriched by a unique naval heritage.

These are the **Aims** of the Royal Hospital School:

- to develop intellectual curiosity and academic confidence;
- to enable every pupil to fulfil their potential, grow into the person they wish to become and be prepared for life after school;
- to inspire leadership, adventure and self-discovery;
- to foster creativity and imagination;
- to provide a secure and nurturing community which promotes wellbeing, fitness and healthy competition;
- to instil the values of service, loyalty and commitment and uphold the School's unique and rich heritage;
- to cultivate a global outlook and environmental responsibility.



INDEPENDENT SCHOOLS INSPECTORATE 2015

In its most recent Independent Schools Inspectorate report RHS was rated 'Excellent' in every area and described as follows:

"The School has clear aspirations for its pupils. It seeks to promote the attributes of inspiration, challenge and leadership in its pupils. Pupils are encouraged to strive for academic excellence and to endorse the values of service, loyalty and commitment whilst upholding the School's unique and rich heritage. The School encourages leadership and a sense of adventure and self-discovery. A high priority is the promotion of service both within the School and to the wider community. The School aims to foster creativity and imagination within a civilised, caring, Christian community, based on high standards of behaviour, mutual respect, trust and courtesy between staff and pupils. The School cultivates a global outlook and sense of environmental responsibility. It aims to encourage pupils to develop fitness, wellbeing and enter into healthy competition."

For the full report please click [here](#).



PASTORAL EXCELLENCE

All staff are encouraged to take a deep personal interest in pupil welfare and understand that young people need to feel supported if they are to succeed academically and that excellent pastoral care must underpin a good academic education.

Here at RHS, regardless of whether pupils are day or boarding pupils, an incredibly effective pastoral network is designed to ensure that at every stage of the RHS journey our pupils are cared for, nurtured, supported, listened to and provided with all the appropriate guidance to help them develop in confidence.

Our house system is tailored to meet the specific needs of each age group. The junior, Year 7 house is run by an experienced team of staff with considerable expertise in dealing with this age group.

As pupils progress through the school the structures and routines in the houses change to meet the needs of the maturing young people until they reach the Sixth Form and take on positions of responsibility. In their final year, Nelson House is regarded as the pinnacle of their time at RHS - not only the place to focus on A Level study but also the perfect springboard to life beyond.

Each pupil has a house-based personal tutor - someone who is responsible for overseeing their academic achievements and pastoral welfare, and providing a link between teachers and parents.

The School is fortunate to have a large and well-resourced Health Centre that operates 24/7. Fully staffed by registered nurses, it also accommodates a daily doctor's surgery, a dental surgery and a wide range of specialist medical services including counselling and physiotherapy.

HOUSE SYSTEM

There is a strong house system providing excellent accommodation for 450 boarders and 350 day pupils. This mix of boarding and day has changed considerably over the past 10 years. In 2005 the school was made up of 660 boarders with just a handful of day pupils accommodated in the boarding houses. Consequently, there has been a period of constant review as the demographics have changed and an £18m investment programme into the boarding accommodation.

Today, pupils entering in Year 7 go into a junior house for both boarding and day pupils, which is a chance to get to know the whole year group and settle into life at senior school. From Year 8, there are three senior boys' and three senior girls' boarding houses to choose from, with four-bedded rooms for younger pupils and double or single studies for seniors. Raleigh, Drake and Cornwallis Houses provide superb facilities for day pupils in Years 8 to 12, the latter also with ad hoc boarding accommodation. In the Upper Sixth, boys and girls join Nelson House in single studies, where independent living is encouraged in preparation for university life.



SCHOLARSHIPS AND BURSARIES

Through its parent charity, Greenwich Hospital, the children of those serving or who have served in the Royal Navy or Royal Marines can apply for entry irrespective of financial means. Currently 101 naval children are supported by these Greenwich Hospital bursaries and discounts. In addition, the School works with the SpringBoard Bursary Foundation and other charitable partners to provide bursary places for children who would benefit from an independent boarding education.

The School celebrates and rewards excellence through scholarships (academic, sailing, music, art, design, sport and drama) and offers awards and exhibitions at entry level. These scholarships, exhibitions and awards confer a small discount on the fees but can be supplemented by means-tested bursaries, widening access to pupils who may not otherwise be able to afford an independent education.

For further information on the Royal Hospital School, please see www.royalhospitalschool.org.

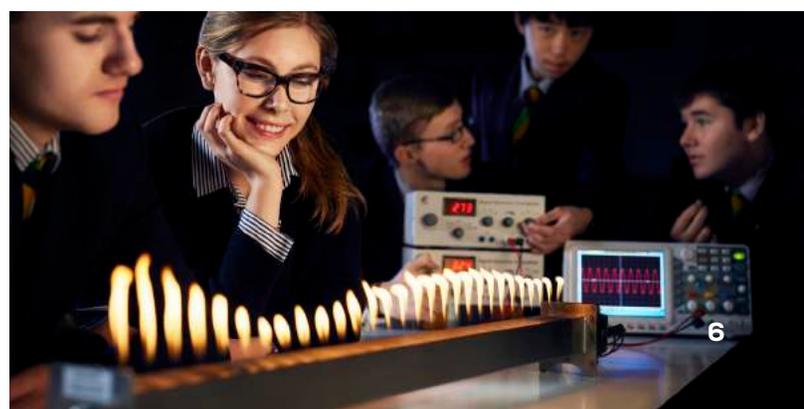


TEACHING AND LEARNING

Pupils are not educated simply to pass exams but to enjoy the adventure of learning and to develop a lifelong appetite for knowledge. The curriculum is broad and balanced, combining the best of academic traditions with the latest technologies. The embedding of mobile technology into teaching and learning was completed in September 2015, with every pupil and teacher using an iPad in classrooms and for planning. The School is an Apple Regional Training Centre which provides teachers and technical staff from schools and colleges all over the region the opportunity to access expertise, training and best practice to support their use of technology in the classroom.

In August 2017, 90% of pupils achieved A* - C or 9 - 4 at GCSE with over a third of results graded at A*/A. At A Level, over 80% of pupils achieved A* - C with the largest proportion achieving A*/A for many years. Pupil success comes in many forms and post-school options for the leavers of 2017 range from studying at Oxford to higher degree apprenticeships to direct entry into the armed forces.

Excellent facilities include an art, design and technology centre, well-stocked reference and multimedia library, and ICT suites. Music, drama and dance play an important part in school life and this is emphasised by a £3.6 million Music School housing a 200-seat recital hall, 18 practice and specialist rooms, a technical suite and a 'rock room', sitting alongside the cathedral-proportioned chapel. The School has a strong musical tradition, and the band and choir have performed at the Royal Albert Hall, St Paul's Cathedral, St James' Palace, Lord's Cricket Ground and Twickenham Stadium, as well as touring in Europe, Sri Lanka, the USA, Canada and throughout the UK.



CCF AT RHS

The CCF at RHS was forged by the long and distinguished naval history of the School. We are proud to have four Sections: the Royal Navy, The Royal Marines, the Army and the Royal Air Force. Parade takes place each Friday afternoon in term time and the CCF offers a very wide range of activities over many weekends and in the school holidays.

The CCF at RHS is thriving, and currently has around 550 cadets and NCOs. All Year 9 pupils join the CCF and spend a year undertaking a programme of personal development, adventure and military training. During their first year all cadets have the opportunity to complete the Bronze DofE award; the expeditions are carried out during weekend training in term time. During the second year, cadets opt for one of the four sections and carry out 'special-to-arm' training. During Year 11, about 60% of the cohort remain in the CCF to embark on a JNCO Cadre, going on to become NCOs in the Sixth Form

Cadets are happy to put in the time and effort on top of their academic studies and the other extra-curricular activities, as they are exceptionally keen and committed, striving to get the very best out of their cadet experience.

FACILITIES AND RESOURCES

The Contingent benefits from dedicated HQ, firing range, armoury and separate well-stocked stores with uniforms and service-specific training aids, as well as use of additional facilities around the school for training purposes.

STAFFING

The key figure for most aspects of organisation is our School Staff Instructor with whom the successful candidate will have to work closely to ensure administration, finances, stores, armoury, accommodation and paperwork are executed accurately.

The CCF is well resourced with an SSI, Assistant SSI and Storeman.

The Contingent Commander will work closely with the Assistant Head (Co-curricular) and leads the CCF on behalf of, and is accountable to, the Headmaster.

THE POST

The successful applicant will lead a popular Combined Cadet Force. He or she will have acquired the broader knowledge, experience and outlook to inspire, motivate and manage not just the cadets and NCOs, but also the staff



and other adult volunteers. He or she will also possess excellent organisational and administrative skills to ensure a high quality experience for all cadets and staff and effective use of resources.

In addition to normal working commitments there will be weekend and holiday activities where a willingness to work sometimes long, odd and flexible hours, away from home, will be necessary. Candidates should ideally hold an ECO qualification and other qualifications such as Range, SAA and AT qualifications would be an advantage.

THE ROLE

This is an outstanding opportunity for the successful candidate to lead and develop the RHS CCF, and would suit a recent or current CCF officer who has experience as OC of a CCF service Section, or perhaps be an existing Contingent Commander, eager for a fresh challenge. We seek to appoint an experienced, enthusiastic and suitably qualified applicant who has demonstrated the skills and character to lead the contingent and will:

- Instil confidence in those within the contingent and Inspire and motivate the pupils and staff across all CCF Sections
- Promote a growing sense of leadership and independence amongst older pupils, delegating responsibility as appropriate.
- Be ICT literate and have experience of using Westminster and or Bader software.
- Be highly organised and able to communicate effectively with all relevant stakeholders in a timely manner
- Demonstrate flexibility and an understanding of how to promote the CCF alongside the other activities that take place at RHS
- Promote the benefits of service and support those wishing to pursue a career in the armed services
- Provide a disciplined organisation within the School, which enables students to exercise responsibility and leadership.
- Take an active role in promoting the benefits of outdoor education to students in and outside the CCF
- This person would ideally be a qualified teacher and should be able to contribute to the academic timetable and curriculum



JOB DESCRIPTION

Contingent Commander of the Combined Cadet Force (CCF)	
Reporting to:	Headmaster. (Assistant Head (Co-curricular))
Main tasks:	1. Ensure the effective operation of the CCF within the school curriculum
	2. Ensure compliance with school and MOD Health and Safety and Safeguarding policies and guidelines in all CCF activities.
	3. Ensure that all MoD standing orders are current and adhered to and that the changes in policy are communicated to staff.
	4. Responsible for the overall discipline and welfare of cadets while undertaking CCF training
	5. Foster and maintain appropriate affiliations with sponsor units and ships
	6. Oversee and promote the operation of the Duke of Edinburgh scheme within the CCF and manage those with direct responsibility. (Assistant SSI)
	7. Be the Delivery Duty Holder (DDH) for the Contingent.
	8. Attend formal training courses as required and represent RHS' CCF at various external military meetings and functions.
	9. Plan and manage the annual calendar of events for the Contingent in liaison with the SSI, Senior Officers and SMT, which will include Field Days, camps, etc. Attend camps, field days and additional trips as necessary.
	10. Oversee the planning and delivery of the Contingent training programme, ensuring regular review and recommendations for improvement are considered and implemented. Providing an appropriate package of training in pursuance of the aims of the CCF Charter.
	11. Communicate with parents in relation to CCF as appropriate.
	12. Ensure structures and systems are in place to enable effective monitoring of cadets' progress.

	<p>13. Ensure that the Health and Safety policy of the CCF is effectively implemented and to ensure compliance with MoD and School Regulations and policies. This will include:</p> <ul style="list-style-type: none"> • The publication of appropriate safety and security orders for all potentially hazardous activities • Ensuring that all officers are in possession of and conversant with the Cadet Training Safety Precautions and that they operate within its guidelines • Oversee the writing of risk assessments for all activities and making sure that these are adhered to by all staff involved. • Ensure that all the appropriate school and MOD paperwork is accurate, produced in a timely manner and is up to date.
	<p>14. Lead and manage a team of teachers, support staff, instructors, SSI, Assistant SSI and Storeman. This will include :</p> <ul style="list-style-type: none"> • Delegate appropriate responsibility to the officers in the CCF and encourage and support CCF staff in their professional development. Ensure the provision of appropriate CPD opportunities for CCF Officers • The recruitment and selection of suitable candidates for and appointment of Section Officers • Overseeing the work of the SSI, Assistant SSI and Storeman. • Overseeing the administration of the CCF. This includes dealing with all correspondence, attending meetings and providing reports on the Contingent as appropriate • Providing appropriate training, both military and adventurous, and career development for all officers
	<p>15. Responsible for the security of all weapons and ammunition, personnel and documents, and for ensuring that all measures determined by Army Formation Headquarters for their security, are implemented effectively.</p>
	<p>16. Ensure appropriate supervision of the finances of the CCF by managing MOD and school budgets and accounts.</p>
	<p>17. Responsible for all buildings owned or utilised by the CCF, and for all equipment owned by or loaned to the CCF.</p>
	<p>18. Oversee the planning and successful completion of the contingent's Inspections and Reviews.</p>

	19. Providing appropriate proficiency testing and also NCO training in order to give all cadets the opportunity to develop their leadership potential.
	20. Co-ordinate and manage sensitively the awarding of CCF prizes.
	21. Contribute to the overall marketing and development of the School's reputation and promote the profile of the CCF within the extended RHS community by publicising CCF activities as appropriate.
	22. Ensure the effective operation of the CCF within the school curriculum
	23. Ensure compliance with school and MOD Health and Safety and Safeguarding policies and guidelines in all CCF activities.
	24. Ensure that all MoD standing orders are current and adhered to and that the changes in policy are communicated to staff.

ADDITIONAL INFORMATION



MANAGEMENT STRUCTURE

The Headmaster leads a Senior Management Team comprising the following:

- Second Master
- Director of Finance & Operations (Bursar)
- Deputy Head (Pastoral)
- Assistant Head (Pastoral)
- Deputy Head (Academic)
- Director of Curriculum, Teaching & Learning
- Assistant Head (Co-Curricular)
- Head of Sixth Form
- Director of Communications

THE BENEFITS

RHS is situated in a rural setting but with excellent links to London and Cambridge and well-served by nearby Ipswich. The community is incredibly welcoming and has an active calendar of activities including staff social events, regular opportunities to play sport such as climbing, cricket and football. There is also a staff social club which hosts events.

- RHS is a progressive, caring employer and it is fully committed to developing its staff.
- The School has a broad internal Inset programme, supports colleagues in a range of Higher Education qualifications and is an Apple Regional Training Centre.
- The School prides itself on the welcoming and inclusive staff community where 80% of teaching staff live on site. RHS has its own pay scale and children of staff are eligible for a generous subsidised fee remission subject to the normal admissions criteria, and childcare vouchers for early years learning through salary sacrifice.
- All members of staff have access to the School's sports facilities which include a brand new fitness gym, tennis and squash courts and a golf course.
- All three daily meals are available during term time.
- On-site facilities include NHS dental care, and access to laundry and dry cleaning.
- Accommodation may be provided for the successful candidate.
- The post is pensionable.

HOW TO **APPLY**

TERMS & CONDITIONS

For a confidential discussion about the role please call our HR Manager on 01473 326200.

An information pack is also available by contacting the School at: recruitment@royalhospitalschool.org

Applicants should submit a copy of the School's application form along with a covering letter of no more than two sides.

The Royal Hospital School would like the successful candidate to commence employment for 1 September 2018.

The gross annual salary will be competitive and will be commensurate with the experience of the successful candidate. The conditions and expectations are outlined in the standard contract, job description (Teacher and Contingent Commander) and the Teacher's Code of Conduct.

INTERVIEW TIMETABLE

- The deadline for applications is **Wednesday 10 January, 12noon.**
- Interviews will take place at the Royal Hospital School during the week commencing **Friday 19 January.**

The Royal Hospital School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check and references.

NOTE: Although this document is designed to give a fair picture of the nature of the role and conditions of employment, it does not represent a legally binding contract. A separate contract of employment will be submitted for that purpose upon receipt of references and acceptance of a verbal offer made to the successful candidate.

