



Job Description: School Staff Instructor

Reporting to:	Contingent Commander
Location:	Ark Alexandra Academy, Hastings, East Sussex
Contract:	Permanent
Working Pattern:	16 hours per week over 2 days
Salary:	Ark Outside London Support Scale 7: Point 20: £30,295 pro rata

The Role

To support the development of a new Combined Cadet Force (CCF). To organise and deliver military training to the cadets and contingent Cadet Force Adult Volunteers (CFAVs) and to ensure the smooth and efficient running of the contingent.

Key Responsibilities

Main Functions

- To act as administrator for cadets and contingent Cadet Force Adult Volunteers (CFAVs) and to supply and organise all CCF services, including the issue, control, maintenance and purchasing of clothing and equipment
- Carry out all day-to-day liaison with the Cadet Training Team (CCT) and other agencies as necessary
- To ensure the maintenance and presentation of all CCF and School Adventurous Training equipment
- Take responsibility (in liaison with the CCF Contingent Commander) for all issues related to weapons, including all weapon inspections, repairs in line with MOD requirements and an agreed maintenance plan, including the security of firearms
- Collate all required returns to the MOD including equipment, qualifications, controls and records of all weapon loans to other schools
- Take responsibility for all equipment held at the school; provide the MOD with information as required
- To assist the Contingent Commander in managing the Military and School Budgets and be a signatory on the Military Account
- Manage the use of transport for CCF activities including the recording (and receiving) of all costs and vehicle hire charges
- Maintain an awareness and knowledge of MOD amendments, advice and document control
- Undertake the training and instruction of all staff and cadets in military matters including mandatory safety tests, act as advisor to all and provide immediate support to the Contingent Commander
- Run, organise and administer all camps and training programmes (as detailed by the Contingent Commander)
- Assist the Contingent Commander and other CFAVs with the effective use of the Westminster Cadet Management Database
- Maintain the Cadet training records
- Daily control and management of the Cadet equipment
- To develop, organise, manage, and administer CCF activity



- To attend the regular SSI meetings for the SE region and to administer the Contingent records in line with Brigade requirements
- To conduct lessons as required by the Contingent Commander during CCF afternoons
- To help promote the CCF through information and open evenings as and when requested by the Contingent Commander

General duties

- To work at all times within the policies, procedures and ethics of the school
- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Observe and implement all relevant legislative requirements including the Health and Safety at Work Act, taking responsibility to maintain and update own knowledge as appropriate for the role
- Ability to present oneself as a role model to students in speech, dress, behaviour and attitude
- Provide pastoral care and support to sick and injured students taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents
- The post-holder may undertake any other duties that are commensurate with the post
- To undertake other reasonable related tasks as requested by the Headteacher

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.



Person Specification: School Staff Instructor

Qualifications

- English to grade C GCSE (or equiv)

Knowledge, Skills and Experience

- Previous military experience (essential)
- A desire to motivate young people to engage with the cadet experience
- Good knowledge or desire to deliver military training to cadets
- Knowledge of military protocols and how this can be used to support training and raise standards for students of different ages (desirable)
- Strong IT, systems, administrative and organisational skills
- Excellent written and oral communication skills
- Capable of developing and using a range of resources to support the delivery of training

Behaviours

- Genuine passion for and a belief in the potential of every student
- A child centred approach to all interactions
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multitask and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Resilient, calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.