

SSI VACANCY – ARK ALEXANDRA ACADEMY – EAST SUSSEX

Aim and main purpose of the job

Ark Alexandra Academy has an exciting opportunity for a School Staff Instructor (SSI) to support the development of a new Combined Cadet Force (CCF). We are seeking to appoint a suitably qualified, experienced, inspirational and self-motivated individual. The principal role will be 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. Candidates should have experience of regular service. The School Staff Instructor will be accountable to the Contingent Commander and is crucial to the CCF's success. This post will be taken up 2 days a week. However, over time there might be a possibility of extended days.

Main Duties and Responsibilities of SSI

- 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 fire arms.
- 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 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.
- To undertake responsibility to safeguard pupils.
- 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 pupils in speech, dress, behaviour and attitude.
- Provide pastoral care and support to sick and injured children 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.

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