



# WEST BUCKLAND DEVON

## Job Description School Staff Instructor – (SSI)

### Details

The SSI is a vital team member of West Buckland School CCF whose role is crucial in ensuring the professional and efficient running of the contingent. The SSI is employed by the school and is directly responsible to the Contingent Commander (CC) for all aspects of administration, including the MOD Management Systems (Westminster and Bader) and training of adults and cadets.

The SSI role will take approximately 60% (i.e., 3 days) of a working week. Days of duty will be the day of Combined Cadet Force (CCF) parade day, currently Monday, the 2 remaining days will be subject to agreement with the CC and may adjust on a week-by-week basis with mutual agreement to meet demands of the school and CCF.

### Person Specification

The ideal candidate will be proactive and self-motivated, with the ability to both lead and work as part of a team, and with a proven high level of literacy and administration, preferably in a training environment.

You are required to hold a recognised and in date Mountain Leader (Summer) qualification with an appropriate level of current experience of arranging, managing and leading these activities and events. In addition, a second Adventurous Training qualification such as climbing, or kayak instruction and an appropriate First Aid qualification would also be advantageous.

The candidate is likely to be a regular, ex regular or TA (or equivalent) Warrant Officer/Senior NCO who has experience working with cadets or young people or has recent experience in a training role environment. They will, ideally hold a current Range Management qualification (or be willing to attend a relevant course to obtain the qualification) and have a background in Infantry training, fieldcraft and tactics. They would ideally already hold other relevant qualifications to aid CCF training and be prepared to undertake further training to gain other qualifications as required to support training.

A valid UK driving licence with a D1E qualification (Pre 1997 licence) or D1+E (Post 1997 licence) and the ability to drive a 17-seat minibus and trailer along with tachograph operator qualification is required. Demonstrable experience in the management of a small vehicle fleet (minibuses and vans) is desirable and detailed knowledge of the interpretation of driving licence regulations in respect of our fleet and users would be advantageous.

### Job Specification

The post holder will be responsible for the administration of the contingent and will be the main military presence on parade afternoons, exercises and camps.

#### 1. CCF

- a) To plan, administer and deliver effective training experiences; this includes ensuring that all necessary equipment is available for Parade afternoon CCF training, field days, overnight exercises, courses and camps.
- b) To plan and organise training programmes in conjunction with CCF Officers and the Cadet Training Team.
- c) To issue, care, maintain and account for all MOD and CCF private stores and equipment including adventure training equipment, weapons, ammunition and pyrotechnics.
- d) To be responsible for maintaining CCF clothing and equipment stores.

- e) To issue, record and control all clothing and equipment issues to all cadets and staff, including control and maintenance of clothing and equipment accounts, and billing for lost/damaged equipment as necessary.
- f) To attend all CCF events including Spring and Summer Camps, Field Days and CCF Weekends without exception. To complete all associated administration and training programmes as directed by the Contingent Commander. This will include bids for training facilities, stores, equipment, transport, food and accommodation and attendance at camp and training area conferences as necessary.
- g) To prepare all risk assessments, RAMs and EAMs needed for contingent training and take an active role in improving safety arrangements for all CCF activities.
- h) To be responsible for the supervision of all aspects of the indoor and outdoor ranges. This will also entail assisting with the running of Junior and Senior shooting leagues during term times.
- i) To be routinely available to staff and cadets for CCF-related requirements (kit issue, exchange and replacement).
- j) To be responsible for preparing and manning all CCF demonstrations on, for example, Open Days, fixtures against the OWBA other School events.
- k) To take a key role in planning for the contingent's biennial inspections.
- l) To collate all returns to MOD (records of service qualifications, MOD held equipment and assets, Staff/Officers qualifications).
- m) To carry out all first-line weapon inspection and repairs.
- n) To control and record all weapon loans with other Cadet Units and local schools.
- o) To purchase (with the Contingent Commander) and maintain items required for training.
- p) To teach, instruct and advise all staff and cadets on military matters, including range work, drill and ceremonial.
- q) To teach and test all cadets and staff on skill at arms for weapons held or used, currently Cadet A2, No8 Rifle, Anschutz Target rifles and LSW. To organise and record all mandatory safety tests.
- r) To be responsible for the proper maintenance and inspection of the school's assault course area. This is to include modernisation as needed.
- s) To liaise with HQ Land, Brigade and other military establishments as and when required.
- t) To be responsible with the Contingent Commander for the CCF staff VA in accordance with MOD and School requirements and to maintain with the Contingent Commander the relevant financial accounts including the CCF public fund.
- u) To respond to all routine correspondence from MOD and to implement new instructions and procedures while keeping the Contingent Commander informed.
- v) To advise and assist with all adventure training documentation and seek authority clearance from the various agencies with MOD.
- w) To undertake visits and journeys deemed appropriate by the Contingent Commander on contingent business.
- x) To update standing orders, regulations and training manuals etc.
- y) To attend courses, appropriate to the duties of SSI. This includes achieving and maintaining qualifications as appropriate to the role of SSI e.g. Range, AT and FA qualifications.
- z) To coordinate and organise attendance on military and adventure training courses for adults and cadets.
- aa) To keep the School Maintenance Team informed of all repairs and maintenance required for CCF property with School responsibility.
- bb) To be responsible for the administration and supervising of all MoD inspections (Weapons, armoury, magazine, range, security, fire etc.) and undertake the duties of Unit Security Officer.
- cc) Assist with other duties associated with the Contingent deemed appropriate by the Contingent Commander.
- dd) To adhere to and implement at all times the policies and procedures of the school.
- ee) To assist the Bursar and Assistant Bursar with general tasks as required.
- ff) To raise and take down the flags at School events.

## 2. Outdoor Learning Duties

- A) To assist the Head of Outdoor Learning on expedition activity in school holidays for approximately 2 weeks a year for the **CCF DofE cadets only**. This might be typically a Silver or Gold Duke of Edinburgh expedition on Dartmoor, Brecon Beacons, Snowdonia or in the Lake District, or other residential activities organised by the Outdoor Learning Department involving CCF cadets.
- a) Occasionally this might be organised overseas and would usually take place at half term in October or in the summer holiday. This will include administration, organising, sorting and general maintenance of CCF kit and training up CCF cadets during the CCF time.
- b) To offer their Adventurous Training qualifications (eg. MTB, CWI, ML, HML, paddle sports) on a discretionary / pre-agreed basis, usually on a weekend, with the Head of Outdoor Learning. To receive the time back in Lieu during a working week, **or**, paid at SSI salary level, maximum 8 days a year (4 weekends). Dates agreed maximum 12 months in advance.
- c) CCF / ACF / RAFAC weekends must take priority over Outdoor Learning weekends (where no cadets are involved).
- d) To encourage cadets to upkeep evidence on their digital eDofE logbook, and, to complete the Assessors Reports for the CCF cadets on this online service – CCF Skills and CCF Volunteering
- e) To deliver the Expedition module during CCF time (Mondays) for the cadets leading up to their Practice / Assessed expeditions.

Total Outdoor Learning SSI Duty Days: 10 days + (8 days Discretionary / Pre-agreed AT weekends)

### Terms and Conditions

- The salary is competitive and will be commensurate with qualifications and experience up to £23,500 per annum, 60% pro-rata (3 days per week, 52 weeks year round)
- The SSI will also be able to claim for up to 51 paid training days from the MOD. **(Current rate £82.11 per day 2023 - 2024).**
- The SSI has the opportunity to be additionally engaged as an Officer in other sServices, with an option to be paid additionally for such duties **(eg. RAFAC Officer VA opportunities, maximum 7 days VA, 2024).**
- The appointment of the SSI is subject to approval and security clearance by the MOD.
- The position is part time based on normal working hours of 8 hours per day, excluding 60 minutes of unpaid breaks across the day. Flexibility is thus necessary to meet the demands of the CCF including overnight exercises, camps etc.
- The working hours are longer in term time with a good deal of weekend and holiday commitment. However, there will be equivalent time off in lieu taken during the school holidays.
- Holiday allowance is 25 days pa pro-rata (60% = 15 days) plus bank holidays. The holiday year runs from 1<sup>st</sup> September through until 31<sup>st</sup> August, staff appointed during the holiday year will receive a pro-rata amount of holiday entitlement.
- A free lunch is provided by the school during term time.
- There is a Group Pension Scheme available after the successful completion of three months employment. The benefit of this scheme is a contribution made by the school of 5% of your gross annual salary; this is on condition that you also contribute at least 5% of your gross annual salary.
- Free Life Assurance cover equivalent to two your annual salary is given after the successful completion of three months employment.
- One calendar month's written notice will be applicable to both yourself and the school, subject to statutory requirements during your 12-month probationary period. After the successful completion of the probationary period, your notice will be extended to 3-months for yourself and the school to expire at the end of a term.

### Child Protection

West Buckland School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

This post requires a cleared Enhanced Disclosure from the Disclosure & Barring Service. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Child Protection Officer or to the Headmaster.

Relevant MOD/CCF safeguarding training should also be complete immediately via logging into the Defence Learning Environment (on Defence Gateway) including Responsible for Information training (RFI).

DBS & Safeguarding Certificates conducted at the school to be uploaded onto Westminster.

### **Data Protection**

The school is registered under the Data Protection Act 1998. The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. We keep applications from unsuccessful candidates for a period of six months from the closing date after which they will be destroyed. If you do not wish your application to be retained during this period, please indicate this in a covering letter with your application.