

## **Job Description and Person Specification**

**Title of Post:** School Staff Instructor, DHSTC Combined Cadet Force

**Salary:** £7,055.35 - £3,577.67 from the College and £3,577.67 claimed through the MoD

**Accountable to:** Contingent Commander and the Executive Principle

### **General CCF Information**

Dyke House College CCF will form an integral part of the extra-curricular life of the college. It is envisaged that the SSI will play a formative role in establishing the CCF as a major part of the learning and leadership development opportunities offered to the learners of the school. Learners will volunteer for the CCF and the SSI will have a marketing role to develop the contingent.

The Contingent Commander is responsible to the Executive Principle for the safeguarding of the CCF cadets. The SSI is responsible for assisting the Contingent Commander with this by promoting and safeguarding the welfare of the children and young people for whom He/She is responsible, or with whom s/he comes into contact. S/he will adhere to and ensure compliance with the Colleges Child Protection Policy at all times. If in the course of carrying out the duties of the post the SSI (CCF) becomes aware of any actual or potential risks to the safety or welfare of children in the College He/She, must report any concerns to the College's child protection officer.

### **Main Purpose of Position.**

The SSI is a key CCF staff member whose principle role is to organise and deliver military and adventure training to the CCF. In particular, the management of the equipment and stores issued to the contingent is a key task. The SSI role is central to the smooth and efficient running of the Contingent and the development that the SSI will take a lead role in future direction of the CCF.

### **Duties and Responsibilities:**

#### **Instruction and Training**

1. Plan and deliver military and adventurous instruction and training to CCF Staff and Cadets including mandatory safety tests.
2. Assist with both military and adventurous training camps, shooting and cadet competitions.
3. Assist in the management of the Duke of Edinburgh Award Scheme for the CCF and for pupils outside the CCF.

#### **Equipment and Administration**

1. Responsible for the issue, care, maintenance and accountability for all MoD and CCF equipment and run the College adventurous training stores.
2. The daily control of issue, receipt, maintenance, security and serviceability of arms held in the Benweld Safe security facilities. Function as the principle key controller to the Benweld Safe. Take a key role in the running of the Westminster Database.

## **Other Duties**

1. Attend, organise and assist with Diners and Parades.
2. Attend all meetings and conferences as required.
3. Oversee repairs to CCF buildings, grounds, stores and equipment.

## **General:**

**They may be required to perform any other reasonable duties as requested by the Executive Principle.**

The following duties are ones which all staff are required to perform:

1. Observe health and safety procedures and work safely at all times
2. To be responsible for your own continuing self-development, undertake training as appropriate to the working environment, location and developments in your role
3. Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come in contact
4. Undertake any other duties as reasonably required by your manager in order to meet the changing needs and demands of the school
5. Conduct yourself with professionalism, tact at all times as a representative of DHSTC

This job description is provided to assist the post holder to know their principles duties. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post.

## **Special Working Conditions**

The SSI will be employed as a member of the Support Staff and be subject to the Colleges standards terms and conditions of employment. You will be employed on a 'All Year' round contract. Normal working hours are 2 days per week (you may be required to work Saturdays and/or Sundays depending on CCF weekend activities).

The Job Holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom He/She is responsible (or whom He/She comes in contact) will be to adhere to and be compliant with DHSTC Child Protection Policy at all times. The appointment of SSI is subject to approval and security clearance by the MoD and to a Disclosure and Barring Service Check. The SSI is subject to the CCF regulations and his/her attention should be drawn to JSP 313.

## **Data Protection**

In the course of employment at DHSTC, staff may have access to confidential information relating to learners and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the colleges interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The college is registered under the Data Protection Act 1994 and staff must not at any time use the personal data held by the college or disclose such data to a third person.

## Personal Specification

Attributes	Essential The applicant must hold or have the ability to obtain these qualifications quickly	Desirable This information could be used to differentiate applicants
Qualifications	<ul style="list-style-type: none"> <li>• KGV1 or ECO at CTC</li> <li>• SA (LR) 07 Range Qualification</li> <li>• SAA instructors trained</li> <li>• Full, valid UK driving licence, with the ability to drive minibuses (D1)</li> </ul>	<ul style="list-style-type: none"> <li>• SP/RLT climbing Qualifications</li> <li>• HAZMAT qualifications</li> <li>• First Aid at Work qualified</li> <li>• Outdoors activity qualifications (RYA/BCU etc)</li> <li>• HGV driving qualification</li> <li>• SML or JSMEL</li> </ul>
Skills and Knowledge	<ul style="list-style-type: none"> <li>• Be computer literate – word, email, excel</li> <li>• Have good administrative skills – ability to control accounts, book transports and courses. Have an awareness of Health and Safety in a CCF environment</li> <li>• Knowledge of the Cadet forces ethos and desire to support, encourage and develop cadets.</li> <li>• Ability to prioritise</li> <li>• Ability to work on own initiative or under pressure.</li> <li>• Good communication skills both written and oral</li> </ul>	<ul style="list-style-type: none"> <li>• Be familiar with and ability to use the Westminster MoD Database.</li> <li>• Ability to run D of E Award Scheme.</li> <li>• Have good contacts with the services</li> <li>• Have an understanding how Cadet Training Teams are organised in particular 4<sup>th</sup> Infantry Brigade CTT.</li> <li>• CQMS qualification or store ACCT experience desired.</li> <li>•</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Hold or to have held a senior rank in the Armed Forces – SNCO or Warrant Officer Status</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience with Cadet or young people</li> <li>• A proven record of administration, preferably in a training environment.</li> </ul>
Personal competences and qualities	<ul style="list-style-type: none"> <li>• Willingness to take on further responsibilities in the overall management of the CCF</li> <li>• Calmness under pressure</li> <li>• Smart, presentable and mature, responsible approach</li> <li>• Confident and friendly manner</li> <li>• Discreet and confidential</li> <li>• Self-motivating</li> <li>• Mentally and physically fit</li> <li>• Be prepared to work long sometimes odd flexible hours including weekends and week-long camps away from home</li> <li>• Sense of humour</li> </ul>	

All applications must be sent to Louise Inglesent (Principles PA) at Dyke House Sports and

Technology College, Mapleton Road, Hartlepool, TS24 8NQ or by email  
[linlesent@dykehouse.hartlepool.sch.uk](mailto:linlesent@dykehouse.hartlepool.sch.uk).

The closing date for this position is the 27<sup>th</sup> January 2017 no later than 1500.