**Job Title:** School Staff Instructor (SSI) CCF

**Salary:** Grade 5 (circa £24,996-£28,055 for a full time, pro-rated equivalent)

**Hours of work:** Full or part time considered

**Responsible to:** Principal

**Post Objective:**

To lead, establish and implement the CCF (RAF) on the school site, directly managed by the Principal ensuring high recruitment of student numbers and a successful CCF unit. The SSI is a key CCF staff member whose principal role is to organise and deliver military and adventure training to the CCF (RAF). The SSI role is central to the smooth and efficient running of the contingent and the development of the leadership potential of cadets. Duties include admin responsibilities for the contingent. Responsible for all paperwork for any activities planned. Recording of activities on Westminster and other MOD sites. The keeping of stores. Checking and distributing equipment to cadets and ensuring their suitability for task in hand. Keeping a detailed record of all equipment in stores.

A full time SSI will also be required to fulfil another whole Academy role alongside the CCF responsibilities which match his/her qualifications and experience.

**CCF Responsibilities:**

**Instruction and Training**

1. Plan and deliver military and adventurous instruction and training to CCF Staff and Cadets including mandatory safety tests.
2. Plan and deliver 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.
4. Lead on the development and delivery of Public and Uniformed Services Qualifications
5. Ensure recruitment of student cadets through active promotion and front facing leadership.
6. To be responsible for preparing and manning all CCF demonstrations on, for example, Open Evenings, Parents Evenings and other school events (some weekend work required)

**Equipment and Administration**

1. Responsibility for the issue, care, maintenance and accountability of all MoD and CCF equipment and run the academy adventurous training stores.
2. The daily control of the issue, receipt, maintenance, security and serviceability of arms, ammunition and explosives held in the Armoury security facilities. Function as the principal key controller to the Armoury
3. Take a key role in the running of the Westminster Database.
4. Ensuring all CCF paperwork is completed
5. To produce all risk assessments, RAs and EAMs needed for contingent training and to ensure that all activities are carried out as safely as possible.

**Other duties**

1. Attend all meetings and conferences as required.
2. Establish Uniformed Services Qualification
3. Observe health and safety procedures and work safely at all times;
4. To be responsible for your own continuing self-development, undertake training as appropriate to the working environment, location and developments in your role;
5. Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;

**Academy Responsibilities**

* To ensure behaviour systems are followed consistently in all dealings with students
* Contribute to our Period 6 Enrichment curriculum.
* To run break, lunch and after school sessions to encourage CCF engagement.
* To support practical learning as need arises, in line with the CCF curriculum.
* To meet and greet all students on arrival to school CCF sessions
* Ensure you promote the safeguarding the welfare of the children and young people at all times and adhere to and ensure compliance with the Academy’s Child Protection Policy at all times.
* Perform any task or duty under the reasonable direction of the Principal.

The responsibilities of the post may be reviewed and modified in light of the needs of the academy. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder.

Note: It is expected that all post holders at Magnus Academy take part in training opportunities provided as part of their continued professional development and that any gained time to be taken in lieu.