



Job Description - School Staff Instructor

Postholder	
Postholder Reports to	Deputy Headteacher
Salary / Conditions	Permanent / Part-time
School Staff Instructor: Key purposes of role	To play an integral role in promoting the CCF at Park View School. You will act as the main point of contact (during specific allocated time periods) for the cadets within school. During this time, and in consultation with the Contingent Commander, you will provide logistical and organisational support for the unit by assisting in the preparation of an ongoing training programme and the provision of exercises and camps throughout the year.
Responsibilities specific to post	<p><u>Administration:</u></p> <ul style="list-style-type: none"> • Maintaining records on security, training, officers and cadets, transport requisitions, rations, ammunition, weapons, clothing and equipment. • Managing the CCF clothing store, issue and exchanges, ordering new clothing, disposals, cleaning and maintaining. • Ensuring that all health and safety protocols are in place and are observed. • Managing the inspection cycle for CCF officer qualifications checks, cadet training, security reviews, ammunition holdings, weapon holdings, clothing and equipment holdings and issue, administration records and the biennial review programme with the Officer Commanding. • Liaising with the sponsoring unit. • Liaising with Cadet Training Team • Ensuring that training manuals are up to date. • Liaising with other local school CCFs with regards to the use of weapons and ammunition. • Maintaining and updating records of cadets and officers as appropriate. • Booking exercise areas and the relevant camps in conjunction with the CCF Officer Commanding (OC). • Any other tasks as required by OC CCF and/or the Principal. <p><u>Security:</u></p> <ul style="list-style-type: none"> • Administration of contingent security standing orders with the Officer Commanding (OC).

	<ul style="list-style-type: none"> • Acting as the Unit Security Officer with the OC. • Security of the CCF office and related stores. • Officers' vetting in conjunction with the OC. • Management of assets register • Conducting an annual establishment security self-assessment with the OC. • Any other tasks as required by OC CCF and/or the Principal <p><u>Training:</u></p> <ul style="list-style-type: none"> • Preparation of officers for officer basic and advance training courses. • Preparation for other courses for officers such as range management qualifications. • Preparation of cadets for training courses. • Support Contingent weekly training. • Training and Development of Cadets as per the CCF Syllabus • Selection and preparation of cadets intending to become NCOs. • Liaising and briefing with NCOs on instruction matters within the CCF unit. • Assisting with the production and implementation on of training programmes • Organising and participating in training activities for Parade Nights, Field Days, Summer Camp and Visits. • Assisting with training and safety on expeditions and school trips that involve any element of adventurous training and activity. • Any other tasks as required by OC CCF and/or the Head Teacher.
<p>On appointment, the SSI becomes a Non-uniformed Volunteer in the Contingent. This ensures that they are covered by MOD policies on CFAVs delivering certain activities. The School Staff Instructor may also choose to become a uniformed CFAV subject to the relevant Cadet Force policy, rules and practices.</p>	

This job description may be amended at any time in consultation with the postholder. It is subject to annual review at the request of the Headteacher or post holder.