



JOB DESCRIPTION

Name

Job Title **The School Staff Instructor, Combined Cadet Force**

School **Torquay Academy**

Responsible to **Contingent Commander / Principal**

Grade **Local Government Scale F-G**

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general frame work and character of the post as identified below.

Key Responsibilities

- Manage all correspondence (both ingoing and outgoing).
- Maintain an up-to-date filing system.
- Maintain the WESTMINSTER database and the BADER account.
- Ensure that officers and instructors are kept abreast of the latest directives from MOD and outside agencies.
- To collate all returns to MOD.
- To co-ordinate and organise attendance on military and adventure training courses for Officers, CFAVs and Cadets in conjunction with the Contingent Commander/Section Commander.
- Maintain standards of discipline and dress within the CCF.
- Follow the Academy's policies and procedures when carrying out your duties.

Operations and Training

- Ensure that all necessary equipment is available for Parade Afternoon CCF training, field days, overnight exercises, courses and camps.
- To complete all associated administration for the training programme as directed by the Contingent Commander. This will include bids for training facilities, stores, ordering equipment, transport, food and accommodation and attendance at camp and training area conferences as necessary.
- Instruct and supervise Officers/CFAVs and Cadets as required to increase their knowledge of military matters. They will be encouraged to use their own skills and qualifications with special interest groups.
- Prepare Risk Assessments and Exercise Action Safety Plans needed for contingent training and take an active role in safety arrangements for all CCF activities in conjunction with the Contingent Commander.

- To update standing orders, regulations and training manuals etc.
- Liaise with local ACF, ATC Sea Cadet units in order to create and develop good relationships allowing greater training opportunities and use of facilities and equipment.
- Liaise with Military units in order to create and develop good relationships allowing greater training opportunities and use of facilities and equipment.

Logistics and Quartering

- Act as quartermaster and supply organiser to the CCF and to be responsible for the care and maintaining of CCF clothing and equipment stores.
- Liaise with the Bde Administrative Assistant (CCF) and the appropriate RAF authorities (including the school logistic support chain) in respect of ordering, updating, writing-off and other stores matters.
- 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.
- To purchase (with the Contingent Commander) and maintain items required for training.
- Be routinely available to staff and cadets for CCF related requirements (kit issue, exchange and replacement).

Civil and Military Relations

- Take a key role in planning for the Contingent’s Biennial Inspection in conjunction with the Contingent Commander.
- Promote the school to HM Armed Forces locally and nationally.
- To undertake visits and journeys deemed appropriate by the Contingent Commander/Principal on contingent/school business.

General

- Responsibilities carried out by all staff in the Academy comply with the contract of employment.
- To follow Academy Safeguarding and Child Protection policies.

The position is a minimum of 2 days per week, term time and some weekend working will be essential and agreed in advance. This will be paid at an agreed rate dependent on requirements and duration.

Salary will be commensurate with experience and qualifications.

This document outlines the duties required for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility.

Signed

Date

SSI Qualifications & Attributes

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Computer literate • A valid UK driving licence • Experience of store keeping 	<ul style="list-style-type: none"> • A tour of duty as an instructor at Cranwell and/or Service equivalent or in a cadet training team • Experience of transport requisition and control (MT duties) • Storemen Qualifications • Outdoor Qualification
Specialist Skills & Experience	<ul style="list-style-type: none"> • The ability to think and work quickly and calmly whilst under pressure • An experience of working with young people 	<ul style="list-style-type: none"> • Previous military service (regular or reserve) in RAF or the other Armed Services
Personal Qualities	<ul style="list-style-type: none"> • Enthusiasm, willingness and flexibility • Patience • Discretion and confidentiality • Common sense, combined with excellent organisational ability • Commitment • Empathy with cadets and young officers • Ability to work independently and in a team 	