

## Job Description

<b>Job Title:</b>	<b>School Staff Instructor</b>
<b>Hours of Work:</b>	<b>During term time: 0830 to 1730 Monday to Friday. Outside term time: up to 3 weeks. The expectation is that the SSI will work, for instance, the week before the start of the Michaelmas Term, the first week of the summer holidays, and a week on Easter or Summer Camp. However flexibility is required, dependent upon requirements of areas of responsibility/busy periods.</b>
<b>Department:</b>	<b>Combined Cadet Force</b>
<b>Job Grade:</b>	
<b>Accountable to:</b>	<b>Mr Andrew Arnold (Contingent Commander)</b>
<b>Number of direct reports:</b>	<b>Nil</b>
<b>Budgetary responsibility:</b>	<b>Nil</b>
<b>Location:</b>	<b>Stowe School</b>
<b>Purpose of the role:</b>	<b>To support the Contingent Commander in meeting the aims specified for the CCF by MoD in JSP 313, 814 and other publications within a safe and healthy environment.</b>

### The Stowe Group

The Stowe Group of schools (Stowe, Swanbourne House and Winchester House) was created in January 2021 and is situated on three separate sites in Buckinghamshire and Northamptonshire. Across the three schools, The Stowe Group offers education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,500 pupils and 850 colleagues. The Schools occupy sites of historical significance in Swanbourne, the market town of Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme.

### Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils,

parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

### Key Tasks:

Broadly:

- Act as the School Staff Instructor and set the Contingent's values and standards in areas such as conduct, bearing and integrity.
- Provide administrative, logistic and training support and advice to the Contingent.

Specifically:

#### **G1 Personnel and Discipline**

- Prepare for/ host MOD/HQ 11 Brigade/CTT inspections and audits; ECI, MOD/SERFCA range inspections, ammunition storage inspections, weapon MEI's, ESSA/security inspections, fire inspections, intruder alarm.
- With the Contingent Commander, maintain standards of discipline and dress within the CCF.
- Deal with incoming and outgoing email and phone calls.
- Maintain appropriate paper and computer records.
- With the Contingent Commander prepare for the Brigade Annual Assurance report.
- Log/update to Westminster all staff Governance/Health and Safety requirements, (pay, DBS, Security clearance, promotions, courses and camp attendances (both adult and cadet), cadet syllabus achievements, field days, adventure training). The CCF Administrator uploads new cadet details (incl NOK), staff and cadet qualifications [Red Book, Safeguarding, weapon handling tests], and weekly parade attendance.
- Oversee maintenance by the CCF Administration of Westminster and Apollo management systems. Ensure that officers and instructors are alerted to changes in directives and manual amendments, from MOD and outside agencies.
- Collate all returns to MOD /HQ 11 Brigade/CTT.
- Implement relevant School Policies, with particular regard to Health and Safety, and to Fire, including updating CCF Standing Orders as necessary.
- With the Contingent Commander, be responsible for the CCF Finances in accordance with MOD requirements and Finance Dept procedures.
- Be routinely available to staff and cadets for CCF-related requirements.
- Maintain good working relationships with all NCOs, particularly the Senior NCOs of each Section.

#### **G2 Security.**

- Ensure the security of Arms and Ammunition in store and transit.
- Control and record the issuing and return of weapons and ammunition in accordance with MoD procedures.
- Act as primary call-out and contact point for the emergency services in the event of the secure armoury and magazine store alarm sounding.

**G3 Operations and Training**

- With the Contingent Commander and the OICs RN, ARMY and RAF Sections, ensure that cadet safety and child protection are managed within regulations.
- Assist the Contingent Commander and OICs RN, ARMY and RAF Sections in planning, administering and delivering effective training experiences including Field Days, Adventure Training Camps, Competitions, Courses, Open Days and Visits. This includes ensuring that all necessary equipment is available.
- Complete all associated administration for the training programme. This includes submitting bids for Authority To Train to 11 Brigade CTT/RN HQ, RAF HQ, and for training facilities, ammo, pyro, stores, equipment, transport, food and accommodation (with CCF administrator).
- With the Contingent Commander to attend Brigade Army/RN/RAF Annual Conferences.
- Attend camp and training area conferences as necessary, submitting camp returns as directed.
- Assist in the instruction and supervision of Officers, CFAVs and Cadets; range, weapons/skill at arms, drill and ceremonial.
- With the Contingent Commander, coordinate and organise attendance on military and adventure training courses for Officers, CFAVs and Cadets.
- Assist in the preparation of RAs, RAMs and EAMs needed for Contingent training, logging them onto Westminster and inviting all cadets and staff onto relevant events.
- Ensure the availability of/access to up-to-date regulations and training manuals etc for cadets.
- Oversee the use of the indoor range, high ropes course and the obstacle course.

**G4 Logistics and Quartering**

- Oversee all quartermaster and supply matters
- Oversee the ordering, care and maintenance, and writing-off by the CCF Administrator, of CCF clothing and equipment stores.
- Oversee the issue, recording and controlling by the CCF Administrator of all loans and issues to cadets and staff, including control and maintenance of clothing and equipment accounts, and billing for lost or damaged equipment.
- With the Contingent Commander, to oversee all purchases by the CCF.
- Adhere to 11 Brigade CTT Equipment Care Directive, and carry out weekly/monthly range, ammunition, and weapon checks.
- Carry out all first-line weapon inspection and repairs in preparation for 11 Brigade CTT weekly and monthly Equipment Care snap inspections.
- Prepare for and host MOD and SEFCA Range and armoury/weapon inspections.
- Liaise with RFCA/MoD and Operations Department with regard to the repair and maintenance of CCF property, including the indoor range, the Obstacle Course, Jacob's Ladder, and the Leap of Faith.
- Liaise with the School transport manager to ensure that the CCF minibus is available for Contingent use.

**G5 Civil and Military Relations.**

- With the Contingent Commander, take a key role in planning for the Contingent's Biennial and other Inspections, Remembrance ceremonies, Annual Inter-Section Competition, and any other civic functions (visiting Prep Schools, Open Days).
- Liaise with HQ Land, Brigade and other military establishments.
- Undertake necessary visits and exercise/adventure training recces as necessary.
- Represent Stowe CCF at Buckingham uniformed groups meetings in Aylesbury.

**Housing**

In order to enable the SSI to comply with Home Office regulations regarding call-out in the event of the secure store alarm sounding, it is necessary for him or her to live within 25 minutes' travelling distance of the school.

**Person Specification:** The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• High computer literacy</li> <li>Qualifications in or a willingness to achieve qualification in:               <ul style="list-style-type: none"> <li>• RCO Short (Long) Range</li> <li>• Skill at Arms Instructor</li> <li>• Strong Field-craft Skills/knowledge base</li> <li>• Drill instructor</li> <li>• Arms + Ammunition Storage, Unit Security, Dangerous Goods</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• A tour of duty as an instructor at Sandhurst and/or ATR, or in a cadet training team</li> <li>• A valid UK driving licence covering the driving of a 17-seat minibus</li> <li>• An interest in full and small bore shooting</li> <li>Coaching experience to develop cadet shooting</li> <li>• Outdoor Pursuits and Adventurous Training, including one or more of Summer Mountain Leader and/or relevant NGB qualifications in areas such as Mountain Biking, Climbing, Sailing and Paddlesports</li> <li>• Relevant experience of working with young people</li> <li>• Current First Aid At Work or similar</li> <li>• Experience of transport requisition and control (MT duties)</li> <li>• A Service Funds Accounts qualification</li> </ul>
Specialist Skills and Experience	<ul style="list-style-type: none"> <li>• Previous regular service at WO1, WO2 or SNCO level ideally in the Army</li> <li>• The ability to think and work quickly and calmly whilst under pressure</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Efficient, organised</li> <li>• Enthusiasm, willingness and flexibility</li> <li>• Commitment</li> <li>• Empathy with cadets and young officers</li> <li>• Strong interpersonal skills to enable productive and sensitive interactions with the many school departments</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

	<ul style="list-style-type: none"><li>• Team Player</li><li>• Discretion and confidentiality</li></ul>	
<p>This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.</p>		
<p><b>Date Agreed:</b> 03 Sep 2024</p>		

Our Values



Value scales:

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

In the role of School Staff Instructor we are looking for Change Makers who are (please highlight as appropriate):

<b>Professional:</b>	1	2	3	<b>4</b>	5
<b>Creative Problem Solvers:</b>	1	2	<b>3</b>	4	5
<b>Kind:</b>	1	2	<b>3</b>	4	5
<b>Flexible:</b>	1	2	<b>3</b>	4	5
<b>Collaborative:</b>	1	2	3	<b>4</b>	5
<b>Communicator:</b>	1	2	3	4	<b>5</b>