



SENIOR SCHOOL STAFF INSTRUCTOR (COMBINED CADET FORCE)

For appointment at the beginning of the academic year

Closing date for applications: Monday 26th August 2019

A message from the Warden

Thank you for expressing an interest in working at St. Edward's – a co-educational boarding and day school set in the heart of Oxford.

The joy of St Edward's is that we are not a school with a single focus. The deliberate emphasis on a broad range of academic abilities creates a community that fizzles with varied interests and enthusiasms. Our educational ethos is built on respect for the whole person, in and out of the classroom, with our strong sense of community creating an exceptionally cheerful and uplifting environment for both pupils and staff.

This is a very exciting time for us – we are embarking on an ambitious building programme as the school continues to grow. You can find out more about us on our website <https://www.stedwardsoxford.org/>

About the School

Founded in 1863, St Edward's is an independent, co-educational boarding school for pupils aged 13 to 18 (year 9 to year 13); there are presently some 700 pupils, of whom 85% are boarders. Our boy/girl split is 60:40 and overseas pupils make up 15% of our community. Pupils live in one of 13 boarding Houses, most of which house around 60 pupils from all year groups. Academic work is unquestionably the most important part of any education but at St Edward's, there is much more to school life with numerous other activities including sports, music, theatre, dance and countless societies on offer to all pupils. Beyond school, pupils and staff enjoy being part of the wider community of Oxford.

About CCF

St Edward's has an active CCF involving strong Army, RAF and Navy sections. Pupil involvement is compulsory in Year 10 and considerable numbers remain in the CCF for their entire school career. Weekly training is undertaken on Wednesdays, field weekends take place in the Autumn and Spring terms and the school attends Central Camp each Summer.

About the Role

The Senior School Staff Instructor will take a full and active role in CCF organisation and training, field weekends and camps. In addition, depending on his/her individual skills and experience, he/she will also be directly involved in the Outdoor Education Programme, including Duke of Edinburgh Award expeditions and a range of other adventurous activities and outdoor pursuits. The successful candidate should expect to be fully committed during term time and certain periods during School holidays, however, there will be other periods during the holidays when duties will be light.

Main Responsibilities

In all aspects of the job relating to CCF activities the SSI is answerable to the Contingent Commander. The SSI is to provide the liaison between the Contingent and HQ 11 Infantry Brigade, including the Cadet Training Team (CTT).

Combined Cadet Force

- Taking part in weekly training sessions.
- Attending field weekends and camps.

- Obtaining approval of training and booking facilities and resources.
- Ensuring that safety orders are prepared for CO approval.
- Controlling and maintaining stores and equipment and facilitating their use.
- Assisting and advising the CO and Contingent Officers on any necessary aspects of military protocol, training and administration.
- Assisting the CO in the promotion and maintenance of high standards of training and discipline.
- Financial administration, for example control of CCF cheque books, payment of invoices, maintenance of cash book.

Other Responsibilities

- Involvement in the School's Duke of Edinburgh Awards Scheme expeditions.
- Logistical support and participation in the Shells (Year 9) Adventure Training Camp during the Summer Term.
- Participation in aspects of the Sports, Outdoor Education and Activities programme as appropriate to the needs of the school and abilities and aspirations of the candidate.
- Driving School minibuses.
- Use of basic IT applications including MS Office programmes (Word, Excel and Powerpoint) and of email and internet.

The responsibilities of the SSI are to support the Contingent Commander in the following areas:

Safety

- Be conversant with all safety regulations as laid down in CCF documentation, and by MOD Health and Safety authorities to ensure that the correct standards are maintained in all aspects of training.
- Produce written instructions for all training activities including ranges and exercises with Section Commanders as required.
- Maintain current first aid qualification, attending refresher courses as required.
- Maintain all other professional qualifications pertaining to the role.
- Take an active role in improving safety arrangements for all CCF activities in conjunction with the Contingent Commander, Army, Navy and RAF Sections.
- Liaise with school Health and Safety department regarding all aspects of Health and Safety in CCF Stores and Facilities.

Security

- Attend a Unit Security Officers course as required and be responsible for the security of weapons, ammunition and CCF property.
- Liaison with MOD security officers, the local police, the security alarm monitoring company, alarm contractor and be on call for alarm response to attend site.
- The SSI must comply with the requirements for security as laid down in the relevant MOD publications.

Administration

- Provide planning, administration and logistic support for CCF activities including AT, Field Weekends and annual camps. This includes bids for training facilities, stores, equipment, transport, food, accommodation and attendance at recces of proposed training, camp and training area conferences.
- The take over and hand over of training areas and accommodation.
- Review content of training exercises (e.g. Field Weekends) prior to submission to TSA.
- Complete Authority to Train requests and submit to 11 Inf Bde for approval.
- Assist the Contingent Commander in maintaining CCF accounts and records, submitting annual accounts to Bde, as well as monitoring budgets.
- Prepare Risk Assessments as required.

- Control and maintain records of MOD pamphlet issues, including the insertion of the latest amendments.
- Implement and advise on Health and Safety and other policies as appropriate for the success of the CCF.
- Maintain up to date records of CCF officers and staff, to include length of service, courses undertaken, promotions, qualifications and any other relevant details.
- Complete weekly parade registers.
- Support Contingent Commander in ensuring that all information required for AAR is complete and up to date.
- Maintain officers' pay records (where appropriate).
- Manage cadet records (ensure all data is complete and up to date).

Cadet Management Information Systems (WESTMINSTER)

- Ensure the Contingent's governance and administrative records are up to date.
- Entering weekly parade registers onto system.
- Updating test results and qualifications for all 3 Sections.
- Entering changes to cadet and CFAVs details.
- Seeking out and booking relevant courses for both cadets and CFAVs.
- Linking appropriate courses to CFAVs to 'upskill' and 'up-qualify' existing CFAVs.
- Linking relevant courses and competitions to appropriate cadets and working with the Contingent Commander to ensure that appropriate arrangements are put in place for them to attend.

Buildings

- Be responsible for the maintenance of CCF buildings and facilities (e.g. armoury, indoor bouldering wall, obstacle course, low ropes course) through the various authorities, SERFCA, MOD and school Health and Safety and Maintenance department.

Equipment and Stores

- Maintain, inspect and care for all equipment in accordance with correct protocol.
- Act as overall Quartermaster for the cadets and staff, supplying and organising all CCF Services, including the issue, control, maintenance and purchasing of clothing and equipment.
- Be responsible for the upkeep of CCF Stores and of equipment and uniform belonging to the CCF with published opening times for cadets to exchange, return or withdraw clothing or equipment.
- Checking of stores and maintenance of accurate registers to ensure that kit and equipment is not lost.
- Maintain standards of appearance.
- Ensure that the CCF Stores area is kept clean and tidy to facilitate the issuing of equipment and uniform.
- Collect and deliver additional weapons and ancillaries from supporting units in accordance with Security Standing Orders.
- Inspect and return all ammunition and supporting paperwork.
- Ensure the correct storage of arms and ammunition, carry out audits and inspections on a weekly or monthly basis as laid down in relevant MOD publications.
- Organise the maintenance, repair and serviceability of weapons. Report and record any faults in liaison with RQMS/ CQMS CTT.
- Organise purchase of boots and bulk ordering of clothing for new recruits in readiness for start of the school year.
- Liaise with DoFE Manager as required.

Inspections

- Prepare for, and be in attendance for all periodic inspections as follows:

- Annual/ Biennial Inspection
- Equipment Care Inspections (ECI)
- Mandatory Equipment Inspection (MEI)
- Portable Appliance Testing (PAT)
- Unit fire inspection
- Unit security inspection
- Alarm testing
- Electrical installation inspection
- Annual radiation return
- Armoury inspection

Officer Training, Recruitment and Retention

- Maintain comprehensive P-Files (Personal Files) for all officers on strength.
- Liaise with HQ 11 Inf Bde regarding all aspects of CCF personnel and administration.
- Arrange for delivery of commissioning papers for new officers, and assist in completion and submission.
- Arrange security vetting.
- Advise on officer training courses.
- Apply for and arrange loading on WESTMINSTER database of officers on qualification courses e.g. CCF Basic Course Frimley Park, AT training, range qualifying courses, first aid etc.

Meetings

- Attend weekly Contingent officer meetings and coordinate training requirements.
- Attend meetings at CTT, CTC Frimley, brigade, training area allocation conferences, single Service conferences etc. as required.
- Maintain strong working relationships with all CTT staff, RAF TEST NCOs, RN Liaison staff, HQ 11 Inf Bde, local units and other cadet and reserve units.

Training

- Maintain discipline within the contingent.
- Support and assist Army, Navy and RAF Sections with any training or activities when help is required.
- Monitor training to ensure completeness and compliance with MOD directives and safety.
- Plan and supervise weapon training and testing. Issue weapons and ancillaries prior to all weapons training sessions

Parade Days

- Assist with the planning and preparation of the relevant training programmes; publish for all contingent officers, and supporting units.
- Maintain a high standard of turnout and discipline.
- Ensure NCOs carry out designated tasks.
- Teach specific subject periods when required.
- Ensure the quality of instruction by officers and cadet NCOs.

Cadet NCOs

- Maintain good working relationships with all NCOs, particularly the Senior NCOs of each section.
- Advise and assist with NCO development and maintenance of standards of instruction and leadership.

This is not an exhaustive list of duties and the post holder should expect variances in job content to help achieve the efficient running of the CCF.

Start date

We would like the successful applicant to start work at the beginning of Autumn term (or as soon after as possible).

Hours of work

The basic working week is 37.5 hours although, due to the nature of the position, a flexible approach to working hours is required. The Instructor should expect to be fully committed during term time, with at least 8 weekends being taken up by CCF Camp and other activities, including logistical support and attendance at the Shells (Year 9) Brecon Camp during the Summer Term. During the School's holiday periods, the Instructor will be expected to attend CCF Camp during the Summer, as well as working for the weeks at the start and end of each holiday. At other times during the holidays, duties will be lighter.

Salary

Salary will be in the region of £25,000 per annum depending on qualifications and experience (and supplemented by up to 51 MOD paid days per year for CCF work). Salaries are reviewed annually with effect from 1st September.

Holiday

Annual holiday entitlement is 25 days plus bank holidays. The School's holiday year runs from 1st September to 31st August. Bank holidays occurring during School terms may be normal working days, for which time off in lieu will be given. All holiday, unless in exceptional circumstances, should be taken during the School's holiday periods. The School closes completely over the Christmas/New Year period and staff are required to use 5 days of their holiday entitlement to cover this period.

Pension

Membership of the School's pension scheme for support staff is available.

Sickness benefit

After one year's employment with the School has been completed, annual entitlement to sickness benefit will be six weeks at full salary plus a further six weeks at half salary.

Probationary period

The appointment is subject to a probationary period of one School term.

Notice period

During the probationary period, employment may be terminated by either side with one month's notice. Subsequently, the minimum period of notice is a full School term.

Miscellaneous non-contractual benefits

- Free lunches are available during times when the School's kitchens are in operation.
- Following successful completion of their probationary period, staff may use The Nuffield Health Fitness and Wellbeing Gym (which is situated on the School site).
- Car parking is available on site.

About the Candidate

Person Specification Characteristics	
The ability to be flexible in working hours to meet the demands of the position (including field weekends, camp etc.)	Essential
A good general level of education	Essential

Well-developed IT skills including the ability to use MS Office, email, internet and online databases to manage CCF activities (WESTMINSTER/ BADER)	Essential
Full driving licence (suitable for minibus driving)	Essential
Ex-military, with considerable service training, ideally held SNCO/ WO rank or greater in Regular, Reserve or Cadet Forces	Essential
Level of fitness to be able to conduct military training	Essential
Quartermaster training (CQMS experience preferred)	Desirable
Cadet training	Desirable
Previous experience in a similar role within a school	Desirable
Experience and qualifications in a range of outdoor activities	Desirable
The ability to work well as part of a team	Essential
Excellent oral and written communication skills	Essential
A commitment to setting and maintaining standards of excellence	Essential
Commitment to the protection of children and young people	Essential
Willingness to work within the School's Child Protection guidance for staff and follow relevant organisational procedures	Essential

Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils, their families and other members of staff and are required to exercise due consideration in the way such information is used. Staff should not act in any way which might be prejudicial to the School's interests. Information which may be included in this 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 and staff must not use data held by the School for personal use or disclose such data to a third person/party without appropriate authorisation. All staff must take personal responsibility to help ensure compliance with the requirements of the General Data Protection Regulation (GDPR) and the School's Privacy Notice for Staff.

Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance for the DBS.

Health and safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

About the Selection Process

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee.

If we receive a large number of high-quality applications then we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will involve meetings

with various colleagues and will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate's suitability to work with children.

Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

If you would like further information about this post, please contact the Contingent Commander, Nick Coram-Wright, by email: coramwrightn@stedwardsoxford.org

Application forms can be found on the School website: www.stedwardsoxford.org

Completed forms should be emailed to recruitment@stedwardsoxford.org or posted to Recruitment, St Edward's School, Oxford OX2 7NN.

Closing date for applications is Monday 26th August 2019. We reserve the right to close this advertisement early if we receive a high volume of suitable applications.