



# JOB DESCRIPTION

## SSI (School Staff Instructor)

<b>REPORTS TO:</b>	Member of the Academy Senior Leadership Team
<b>PAYSCALE:</b>	Band 3 Mid, Point 6 to 11 (£24,580.69 to £26,666.69 per annum, Actual Salary £14,947.72 to £16,216.23 inclusive of outer fringe allowance)
<b>LOCATION</b>	Burnt Mill Academy
<b>TERMS:</b>	Full time – 52 weeks, Three days a week 08:30-16:30. In addition to working normal working commitments, there will be weekend and holiday commitments where a willingness to work flexible hours is necessary
<b>CONTRACT:</b>	Permanent, Full Time

### PURPOSE OF THE JOB

- The successful applicant will be a key Combined Cadets Force (CCF) staff member whose principal role is to organise and deliver military and adventure training to the CCF (All sections in due course). The role is central to the smooth and efficient running of the Contingent and the development of the leadership potential of Cadets.
- Leading and administration tasks to support the running of Cadets for Burnt Mill Academy.
- To ensure the Personal Development of the pupils in the CCF
- To ensure the quality of education they receive, and the behaviour is outstanding.
- The post will require you to work in partnership with all staff to ensure the continuous improvement of the school and the achievement of pupils.

### Liaison with:

- The post-holder is expected to liaise with external companies and organisations, and members of staff.
- To assist the Headteacher and the Leadership Team in the overall management and development of the school's CCF.
- To provide regular progress updates to the Leadership Team.
- To support tutors to ensure they understand and implement school policies including Safeguarding, Child Protection, Bullying, Behaviour for Learning, Inclusion and Support.
- To attend SLT meetings as requested, Middle Leader meetings and inclusion meetings.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

### CCF INSTRUCTION AND TRAINING

- Plan and deliver military and adventurous instruction and training to CCF Staff and Cadets including mandatory safety tests.
- Assist with both military and adventurous training camps, shooting and Cadet Competitions.
- Assist in the management of the Duke of Edinburgh Award Scheme for the CCF
- Support with the development and delivery of the BTEC Level 1 Certificate in Teamwork and Personal Skills for Uniformed Youth Organisations

### CCF EQUIPMENT AND ADMINISTRATION

- Responsibility for the issue, care, maintenance, and accountability of all MoD and CCF equipment, including the academy adventurous training stores.
- The daily control of the issue, receipt, maintenance, security and serviceability of arms and ammunition held by the CCF. Function as the principal key controller regarding the storage of Air Rifles and any Armoury that is fitted subsequently.
- Take a key role in the running of the Westminster Database.
- Attend, organise and assist with academy duty support.
- Attend all meetings and conferences as required.
- Support with the BTEC Level 1 Certificate in Teamwork and Personal Skills for Uniformed Youth Organisations.
- Aid with restorative practice processes.
- Participate in duty support sessions.
- Other Duties – The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.

### Shaping The future

- Establishing a vision for the future of the CCF.
- Contribute to the self-evaluation of the school and CCF.
- Contribute to the identification of key areas of strength and weakness in the CCF.
- Promote a culture of teamwork, in which views of all members of the faculty are valued and considered.
- Work to a high standard in implementing agreed policies, priorities, and expectations, so as to set a good example to other colleagues.
- Working with other leaders to develop this vision across the school.

### Leading, Learning and Pupil well being

- Contribute to target setting for the pupils in the CCF.
- Lead on promoting high standards of behaviour, dress, and attitudes to school.
- Promote the active involvement of pupils in their own learning, their individual and collective responsibility to the learning of self and others.
- Provide support for colleagues.

### Developing self and managing others

- Promote and safeguard the safety and welfare of pupils and people in the CCF.
- Contribute to the creation of a positive team ethos within the CCF, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount.
- Support the development of collaborative approaches.
- Set high expectations for your own performance and that of others.
- Engage in relevant professional development activity as necessary.

## **Managing the organisation**

- Contribute to a regular review of the CCF to ensure it meets statutory requirements.
- Contribute to the planning process for events relevant to the CCF to ensure the event provides the appropriate information and support for pupils and parents.
- Completing duties as directed to be a presence in the school.

## **Securing Accountability**

- Work alongside the Contingent Commander, Headteacher and line manager to secure improvement through Performance Management.
- Work to develop the CCF and increase the numbers of pupils and adult volunteers.

## **Strengthening Community**

- Contribute to strengthening partnerships within the CCF with all year groups across the Academy.
- Contribute to strengthening relationships with other faculties within the school and involve the CCF in wider community projects.
- Contribute to policies and practices, which promote equality of opportunity and tackle prejudice.
- Promote and model good relationships with parents, which are based on partnerships to support and improve pupils' achievement.

## **Supporting the School**

- To fully implement all school procedures and policies.
- To participate in staff training days and external courses as may be required by the needs of the post and as identified by line manager.
- When required, to support in duties at break and during lunch to maintain a calm and purposeful environment.
- When required, support data collection and dispersal systems at the school.
- When required, support the administration of parents/carers events and other information or presentation events at the school.

## **Additional Duties**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

## **Other specific duties**

- To continue personal development as agreed.
- To assist with the conducting of risk assessments as appropriate.
- To ensure that Health & Safety policies and procedures are followed.
- To actively engage in the performance review process.
- To undertake any other duty as specified by the CEO, Headteacher or Associate Headteacher not mentioned above.
- To be aware of and work in accordance with the school's child protection policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.

## **General responsibilities common to all members of staff**

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

BMAT Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

### Person Specification – SSI (School Staff Instructor)

		Essential	Desirable
<b>Qualifications and documentation</b>	<ol style="list-style-type: none"> <li>1. SML or JSMEL</li> <li>2. Full, valid UK driving licence, with the ability to drive minibuses (category D1) or willingness to undertake training to fulfil the requirement</li> <li>3. Enhanced DBS and validated references</li> <li>4. Eligibility to work in the UK</li> <li>5. Able to demonstrate a good level of general education to GCSE</li> </ol>	 X  X X X  X	 X     
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Successful recent experience working with children in a school environment.</li> <li>2. Successful experience of working in an office environment</li> <li>3. Military background</li> <li>4. Awareness of The Duke of Edinburgh Award</li> </ol>		 X  X X X
<b>Knowledge</b>	<ol style="list-style-type: none"> <li>1. Ability to use a range of office equipment</li> <li>2. Good keyboard skill</li> <li>3. Good working knowledge of Microsoft applications e.g. excel, word, PowerPoint, publisher etc.</li> <li>4. Effective communication skills, both oral and written</li> <li>5. Understanding of child protection and safeguarding policies and procedures</li> <li>6. Knowledge of relevant codes of practice and school policies</li> </ol>	 X  X  X X  X X	
<b>Personal Qualities</b>	<p><b>Characterised as:</b></p> <ol style="list-style-type: none"> <li>1. Sensitivity to the needs of others</li> <li>2. Flexible and adaptive approach to work</li> <li>3. Reliable and trustworthy</li> <li>4. Committed to safeguarding children</li> <li>5. Values and behaviours suitable for working with children &amp; young people</li> <li>6. Committed to equal opportunities</li> <li>7. Calm under pressure and flexible in approach</li> <li>8. A believe in the ability of children and young people to achieve and overcome obstacles to their learning</li> <li>9. Evidence of further study/higher education/professional development</li> <li>10. Awareness to and commitment to equality issues</li> <li>11. Committed to personal and professional development</li> <li>12. Have high expectation of self</li> <li>13. Resolve routine issues independently within general procedural framework but refer complex or serious problems to Headteacher and/or CEO</li> </ol>	 X  X X X  X X  X X  X X  X	