



School: Acklam Grange School
Post Title: School Staff Instructor (SSI) - Cadet Force/Behaviour Support Assistant
Responsible to: Headteacher

JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST

To undertake the role of SSI for the Acklam Grange School CCF and to work within a small team to support the delivery of the Discovery programme, requiring an alternative approach to traditional classroom methods in order to meet social, emotional and behavioural needs and ensure achievement.

JOB PURPOSE

- To plan and support the Contingent Commander in the development of the Cadet Force, including the administration, training, stores management and communication with the wider Combined Cadet Force (CCF) and Ministry of Defence (MOD)
- Organise and plan experiences to enhance the Cadet provision
- Plan and deliver the Cadet training programme
- General administration of the Cadet Unit
- Seek funding from a variety of funding streams to ensure the sustainability of the Cadet Unit
- Support CCF cadets in the classroom and play a lead role in the mentoring of Cadets
- Monitor the academic progress and behaviour of Cadets to ensure their performance in the classroom is in line with Cadet expectations.

SCHOOL STAFF INSTRUCTOR CORE DUTIES

- To act as administrator for Cadets and Contingent Cadet Force Adult Volunteers (CAVAs) and to supply and organise all CCF services, including the issue, control, maintenance and purchasing of clothing and equipment
- Carry out all day to day liaison with the Cadet Training Team (CTT) and other agencies, as necessary
- To ensure the maintenance and presentation of all CCF and School Adventurous Training equipment
- Take responsibility (in liaison with the CCF Contingent Commander) for all issues related to weapons, including all weapon inspections, repairs in line with MOD requirements and an agreed maintenance plan, including the security of firearms
- Collate all required returns to the MOD including equipment, qualifications, controls, and records of all loans to other Schools
- Take responsibility for all equipment held at the School; provide the MOD with information as required
- Manage the use of transport for CCF activities including the recording (and receiving) of all costs and vehicle hire charges
- Maintain an awareness and knowledge of MOD amendments, advice, and document control
- Undertake the training and instruction of all staff and cadets in military matters including mandatory safety tests, act as advisor to all and immediate support to the Contingent Commander

- Run, organise, and administer all camps and training programmes (as detailed by the Contingent Commander)
- Assist the Contingent Commander and other CFAVs with the effective use of the Westminster Cadet Management Database
- Maintain the Cadet training records
- Daily control and management of the Cadet equipment
- To develop, organise, manage, and administer CCF activity
- To help promote the CCF in our School to ensure growth and sustainability
- To work with the Contingent Commander to seek external funding to sustain CCF activities
- To mentor Cadets, visiting classrooms and working alongside Heads of House as needed
- Support the Cadets to be an active part of Community projects, making real our Schools commitment to citizenship.

SCHOOL STAFF INSTRUCTOR GENERAL DUTIES:

- To work always within the policies, procedures and ethics of the School
- To undertake responsibility to safeguard all students with whom they come in contact with
- Observe and implement all relevant legislative requirements including the Health and Safety at Work Act, taking responsibility to maintain and update own knowledge as appropriate for the role
- To undertake other reasonable related tasks as requested by the Headteacher
- Ability to present oneself as a role model to students in speech, dress, behaviour and attitude
- Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents

BEHAVIOUR SUPPORT ASSISTANT MAIN RESPONSIBILITIES:

- To assist the Discovery Manager to provide practical support for individual and groups of students.
- To attend and assist on educational visits for Discovery students.
- Provide general clerical/administration support e.g. photocopying, filing and completing standard forms.
- To ensure that the climate for learning is maintained to provide the optimum environment for learning.
- To check that all resources, materials and equipment are suitably stored in the relevant storage area and that all items are appropriately labelled.
- Attend regular team meetings and whole staff briefings.
- Contribute to preparing displays within the Discovery learning area.
- Awareness of key policies and procedures for Discovery and Acklam Grange.
- Awareness of health and safety procedures.
- To encourage and model high standards of behaviour within Discovery lessons and activities.
- To be primarily based off-site at the Discovery base.
- To communicate with parents at the request of the Achievement Leader.

ALL EMPLOYEES HAVE A RESPONSIBILITY TO:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person

- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos of the school / trust
- Participate in training and other learning activities and performance development as required

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Other duties commensurate with the grade of the post as required by the Headteacher, or TLLT central services.