

## Acklam Grange School Casual CCF/DofE Support Assistant



	<b>Essential</b>	<b>Desirable</b>	<b>Measured by</b>
<b>Qualifications Training</b>	<ul style="list-style-type: none"> <li>Educated to GCSE Standard at Grade A – C for a minimum of 5 GCSEs including Mathematics and English, or equivalent qualifications</li> </ul>	<ul style="list-style-type: none"> <li>First Aid qualification</li> <li>Outdoors activity qualifications (RYA/BCU etc).</li> </ul>	A/Q
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous military or cadet experience</li> <li>Previous DofE experience</li> <li>Developing and maintaining positive working relationships with a range of students in order to provide guidance and support</li> <li>Experience of communicating with a range of individuals, including parents/carers and outside agencies in an appropriate manner</li> <li>Experience of managing a busy workload whilst maintaining high standards</li> <li>Collaborative working within a team</li> </ul>	<ul style="list-style-type: none"> <li>Hold or have held rank of SNCO/WO/Officer</li> <li>Experience of working to support children’s learning gained in a relevant environment</li> <li>Experience of work in a school environment or educational establishment</li> </ul>	A/I/R
<b>Knowledge, Skills and Aptitudes</b>	<ul style="list-style-type: none"> <li>Committed to safeguarding and promoting the welfare of children and young people</li> <li>Be computer literate – MS office</li> <li>Have good administration skills</li> <li>Ability to manage and repair CCF/DofE equipment</li> <li>Knowledge of the Cadet forces ethos and desire to support, encourage and develop Cadets</li> <li>Ability to work on own initiative or under pressure and prioritise workload</li> <li>Good communication skills</li> <li>Work accurately and methodically with attention to detail</li> <li>High level of emotional intelligence</li> <li>Ability to cope well with pressure and keep calm in challenging situations</li> <li>Friendly and outgoing</li> <li>Ability to develop and maintain professional relationships</li> <li>Commitment to high standards</li> <li>Commitment to team work</li> <li>Willingness to learn</li> <li>Humour and resilience</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of curriculum matters</li> <li>Evidence of Safeguarding/ Child protection and the Data Protection Act</li> <li>Knowledge of the academic and pastoral ethos of a school environment</li> <li>A sound knowledge of school systems, up-to-date curriculum and correct academic procedures; and using this knowledge to help guide individuals through the learning process</li> </ul>	A/I/R

	<ul style="list-style-type: none"> <li>• Reliability and integrity</li> <li>• Ability to motivate students and engage them with their learning</li> <li>• Ability to produce accurate work to tight deadlines</li> <li>• Excellent communication skills and the ability to relate to a wide range of people and adapt approach as appropriate</li> </ul>		
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**Measured by Key:**

A - Application form

I - Interview

Q - Qualification check

R - References