

## JOB DESCRIPTION

### Job Details

Post Title	CCF School Staff Instructor & Adventure Training (Leader)
Responsible to	CO Brooke Weston Trust CCF
Salary	£24,000

### Purpose of job

Brooke Weston Trust is a multi-academy Trust; with 5 secondary phase Academies and 5 primary phase academies, with about 7000 students and pupils (ranging in age from 5-18). The Trust has a turnover in excess of £38m and a staff of approximately 1000.

The Brooke Weston Trust began CCF activities in September 2014 in partnership with Oundle School with 30 Cadets and 5 staff. The Trust wishes to appoint an experienced and suitably qualified individual to support the CO Brooke Weston Trust to establish and implement the development of the CCF and Adventure Training across the Trust.

#### Purpose of Job

To ensure the effective operation of all aspects of the support service to the CCF and to establish Trust-wide coordination of Adventure Training (AT) opportunities at both primary and secondary phases (including aspects of the Duke of Edinburgh award schemes).

#### CCF SSI:

- Implementing efficient and cost effective systems and operating methods that provide a high quality service to the Trust.
- Keeping up to date with all statutes and rules including both MoD and other regulations relating to operational issues, which are likely to affect the Trust and implement policies and procedures as appropriate.
- Providing the appropriate support and logistic service and, in corporation with others, help maintain the facilities and equipment necessary to ensure the smooth operation of the CCF.

#### AT:

- To plan and conduct an accessible Trust-wide AT programme,
- To implement management and administration protocols to provide a diverse and high quality AT programme,
- To ensure that all expeditions (DfE) and/or other activities adhere to all statutes, rules and DfE and other regulations relating to AT, which are likely to affect the Trust and implement policies and procedures as appropriate.
- To provide appropriate support and an administrative service with cooperation of the individual Academies in the delivery of an AT programme. Including the provision of specialist support to the Primary phase "Forest School" programme

#### Duties and Responsibilities

- To teach, instruct and advise all staff and cadets on military matters relating to the CCF training programme including the planning and running of field camps as directed by the Commanding Officer.
- To advise the Commanding Officer and senior Trust staff on all CCF related matters.

- To develop & subsequently manage and control the use of Trust ranges and plan the maintenance programme in line with MOD inspections.
- To act as CQMS to the CCF and account for all equipment, clothing and stores held by the CCF in accordance with MOD regulations.
- To provide the administration of the Armoury including the daily routine.
- To act as Pay Officer for all Officer's pay.
- To act as Unit Security and Health and Safety Officer liaising with the Health and Safety Officer of each Academy site as appropriate.
- To ensure all accounts and returns are properly managed and collated to ensure efficient administration.
- Liaise with outside agencies as required in support of your core duties.
- Organise parades and ceremonial duties in accordance with regulations and as directed.
- To plan and conduct AT.
- To provide the management and administration of an AT programme.
- To ensure that appropriately qualified and competent staffs support/attend expeditions and other AT activities.
- To attend and coordinate any mandatory AT staff training courses.
- To provide specialist support to the Primary phase "Forest School" programme.
- To monitor service contracts as appropriate; within the CCF sector and those associated with AT.

#### **Assessment and Reporting**

- Standard of work will be assessed by the line manager and as such the CCF Instructor will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

#### **Student Care Role**

- The CCF Instructor will follow the Trust's procedures for student contact & welfare
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer

#### **Training and Development**

- Training and development will be given to ensure that the CCF Instructor is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

#### **Discipline, health and safety**

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

#### **Hours of work**

The post-holder is a Full-Time position and employed for 40 hours per week for 52 weeks

Annual Leave allowance is 25 days (+ Bank Holidays)

All Annual Leave must be approved by the line manager of the post-holder

The role will include some weekend working in line with the CCF & AT programme

#### **Collegiate responsibility**

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

#### **Performance Management**

The CCF Instructor will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

**Appraisal**

The CCF Instructor will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

**Role Review**

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as the Trust currently envisages, but is not intended as a wholly comprehensive schedule.