



GENERAL LEARNING
PARTNERSHIP TRUST

JOB DESCRIPTION

Job Title	School Staff Instructor (SSI)
Purpose – Main Core Duties & Accountabilities	<p>Summary:</p> <p>The SSI will act as the main point of contact (during specific allocated time periods) for the cadets within school. During this time, and in consultation with the Contingent Commander, they will provide logistical and organisational support for the unit by assisting in the preparation of an ongoing training programme and the provision of exercises and camps throughout the year.</p> <p>Administration:</p> <ul style="list-style-type: none">• Maintaining records on security, training, officers and cadets, transport requisitions, rations, ammunition, weapons, clothing and equipment.• Managing the CCF clothing store, issue and exchanges, ordering new clothing, disposals, cleaning and maintaining.• When installed, management of the School's armoury, weapon and ammunition accounting, issue and receipt and serviceability of weapons and related ancillaries.• Ensuring that all health and safety protocols are in place and are observed.• Managing the inspection cycle for CCF officer qualifications checks, cadet training, security reviews, ammunition holdings, weapon holdings, clothing and equipment holdings and issue, administration records and the biennial review programme with the Officer Commanding.• Liaising with the sponsoring unit.• Maintaining a library of pamphlets and publications, ensuring that training manuals are up to date.• Liaising with other local school CCFs with regards the use of weapons and ammunition.• Maintaining and updating records of cadets and officers as appropriate.• Booking exercise areas and the relevant camps in conjunction with the CCF Officer Commanding (OC).• Any other tasks as required by OC CCF and/or the Principal.

Security:

- Administration of contingent security standing orders with the Officer Commanding (OC).
- Weapons and ammunitions issue, usage and returns and maintain accurate logs.
- Acting as the Unit Security Officer with the OC.
- Security of the CCF office and related stores.
- Officers' vetting in conjunction with the OC.
- Armoury security, liaising with alarm system engineers, secondary point of contact for alarm activation and liaising with Police and other external authorities as and when required.
- Management of the weapon check log and assets register.
- Conducting an annual establishment security self-assessment with the OC.
- Any other tasks as required by OC CCF and/or the Principal.

Training:

- Preparation of officers for officer basic and advance training courses.
- Preparation for other courses for officers such as range management qualifications.
- Preparation of cadets for training courses.
- Selection and preparation of cadets intending to become NCOs.
- Liaising and briefing with NCOs on instruction matters within the CCF unit.
- Assisting with the production and implementation of training programmes for RAF Cadets and Civilian Instructors.
- Organising and participating in training activities for Parade Nights, Field Days, Easter Camp, Summer Camp and Visits.
- Assisting with training and safety on expeditions and school trips that involve any element of adventurous training and activity.
- Any other tasks as required by OC CCF and/or the Principal.



Person Specification: (CCF-RAF) School Staff Instructor

Qualifications and training			
	Essential	Highly Desirable	Desirable
Security Awareness Training			✓*
Information Technology Security Awareness Training			✓
Skills at Arms Range Management Qualification, Stages 1 - 3		✓	
Target Rifle Coaching Course Qualification		✓*	
Good practical knowledge of field tactics, map reading, skill at arms, first aid, drill, self-reliance / adventure training matters:	✓		
• Knowledge/experience of military exercises		✓	
• Map Reading Instructor Qualification			✓
• First Aid Instructor Qualification			✓*
• Drill Instructor Qualification			✓
• Mountain Leader Training (MLT) Qualification		✓*	
• Other Adventure Training Qualification			✓
All Arms Storeman Qualification			✓*
Competent user of IT and associated software	✓*		
Basic Funding Accounting			✓*
MIDAS & D1 Minibus Driver			✓*
Experience			
Instructional experience (aviation, engineering)		✓	
Management / leadership experience	✓		
Experience working at training establishments, i.e. officer cadets, junior ranks / recruit		✓	
Familiarity with current training pamphlets			✓
Air Rifle Maintenance			✓*
Management of Equipment Care Inspections and Logistics Care Inspections (ECIs and LCIs)		✓	
Experience with fixed/rotary wing aircraft		✓	
Personal			
Can satisfy all criteria and checks relating to suitability to work in a school environment	✓		
Patient, considerate and committed to safeguarding	✓		
Willing to continue with professional development	✓		
Good self-discipline and role model	✓		
Punctual and reliable	✓		
Ability to establish good working relationships	✓		
Ability to motivate cadets and staff	✓		
Ability to delegate and coach CCF staff as well as cadets	✓		
Able to work under pressure and independently	✓		
Willing to carry out other duties as directed by the Principal	✓		

Notes: All "✓*" marked above indicate that it is possible to obtain qualifications in these areas once appointed

