**COMBINED CADET FORCE SSI AND PASTORAL COACH**

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| **Job Title:** | Combined Cadet Force SSI and Pastoral Coach |
| **School/Academy:** | The Gateway Academy (Secondary School) |
| **Weeks:** | 52 weeks, this period comprises of:  Term time only plus 5 holiday working days |
| **Hours of work:** | Monday, Tuesday, Friday - 8.00 – 15.30  Wednesday – 09.30 – 18.00  Thursday – 09.30 – 18.00  Field days and camps are exclusive of this commitment |
| **Salary:** | Point 23 -27 |
| **Responsible to:** | Principals and Contingent Commander CCF |

**JOB DESCRIPTION:**

This job description may be amended at any time following consultation between the Head of School, it will be reviewed annually.

**SPECIFIC DUTIES:**

Staff at The Gateway Academy are expected to act with honesty and integrity; have strong educational knowledge, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents/carers in the best interests of the students.

**JOB PURPOSE:**

* Serve as the School Staff Instructor (SSI) for The Gateway Academy CCF Contingent for two days per week and work within pastoral care at The Gateway Academy as a dedicated Coach for three days per week.
* Contribute to safeguarding and promoting the welfare and personal care of children and young people.

**SSI CCF – RESPONSIBILITIES:**

Two days per week (weekends as required). Other three days as Pastoral Coach

**Main responsibilities**

* Establish, sustain and maintain the CCF Contingent at The Academy.
* Attend all SSI conferences.
* Preparation for annual and biennial inspection.
* Field Days.
* Local events and parades.
* Cadet weekends.
* Annual camp (7 days).

**Administration**

* Have a good understanding and working knowledge of Management Information Systems (Westminster).
* The preparation of the contingency accounts for periodic (six monthly) audit as dictated by the by the Defence Logistic Framework.
* The control and maintenance of the Contingent loan stores account.
* The raising of issue and receipt vouchers for all loan stores.
* The control and maintenance of the Contingent radios and tels account.
* The control and maintenance of the Articles in Use (AinU) Certificate.

**Security**

* You are the Assistant Unit Security Officer and must attend an initial USO’s course with an update course every four years.
* As the second key holder share the callout cover during term time and the school holidays.

**CCF Contingent Stores**

* The physical maintenance and operation of a Contingent’s Stores with published daily opening times for cadets to exchange, return or withdraw clothing or equipment.
* The physical maintenance and operation of a laundry service for returned soiled clothing, bagging, delivering and returning these items to the laundry.
* Check stores and maintain accurate registers to ensure that kit and equipment is not lost.
* Carry out quantity and registration number check on air rifles or any other weapons which may be held by the contingent.
* Carry out weekly and monthly checks as required.

**Loan Stores**

* The physical maintenance and operation of the loan stores account.
* The physical collection of loan stores from MOD prior to training.
* The physical return of loan stores to MOD after training.

**Training & Weekend Exercises / Training Camps and Reconnaissance**

* Attend all recces of proposed training.
* Attend all training on the 12-month training plot.
* Assist the Contingent Commander Plan and write training exercises as required.
* Assist the Contingent Commander Write risk assessments, range letters, Range Safety Document (RSD), Cadet Action Safety Plan (CASP), Exercise Action Safety Plan (EASP) as required.
* Recce of training areas and attend at Training Area Conferences.
* Assist the Contingent Commander to writing and distribution of admin letters and parental consents as directed.
* Assist the Contingent Commander write and distribute Military Admin Instructions as required.
* Be responsible for the take over and hand back of training areas and accommodation.
* Compile nominal rolls for all exercises annotated with medical conditions, special needs, dietary requirements etc.
* Complete Actual Usage Forms on leaving Training Areas and Ranges.
* Run Battle Exercises as required, ensuring Cadet Training and Safety Precautions are followed.
* Inspect, and return all Ammunition, complete AFB 8226s.
* Issue loan equipment to cadets and maintain records, ensure swift return on completion of exercises, chase up any late returns.
* Attend the Pre-Camp conference and carry out the mandatory recce.

**Equipment and Stores**

* Maintain the AinU of all clothing and equipment held on loan from the MOD.
* Control all stores issues and receipts.
* Arrange the procurement of all additional clothing and equipment.
* Maintain all other records, documents, pamphlets etc., including their preparation and presentation at those periodic inspections required by military authorities.
* Organise purchase and issue of clothing etc in readiness for each new recruit intake.
* Ensure all first aid kits are maintained and well stocked.
* Order training area maps as required.

**Finance / Bids**

Assist the Contingent Commander with the preparation of the following:

* Centralised bidding for MOD ranges and training areas from the relevant agencies.
* Centralised bidding for training stores for camps and exercises.
* Centralised bidding for officers and cadet courses.
* Centralised bidding for ammunition for training.

**PASTORAL COACH – RESPONSIBILITIES** (three days per week (weekends as required))

To work in partnership with the Progress Leader and other Lead Coaches to focus on the highest standards of academic, personal and social development of students by:

* Having consistently high expectations of all students’ attitudes to learning.
* Being accountable for a case load students’ attainment, progress and outcomes especially that of disadvantaged students.
* Playing a key role in ensuring the attendance targets set out in The Gateway Academy’s Development Plan at the beginning of the academic year are met and that no groups of students are disadvantaged due to low attendance, by putting appropriate interventions in place to support rapid improvement.
* Delivering specific short-term programmes to support the students’ area(s) of weakness(es).
* Initiating and responding to communications with parents/carers and relevant agencies ensuring that they are kept fully informed and involved in the progress of their child/children.
* Developing positive relationships to prepare students for learning and life skills.
* Developing effective partnerships for the benefit of all in the community.

**Promote personal development, behaviour and welfare by:**

* Actively promoting all aspects of students’ welfare.
* Ensuring students are and feel safe at all times and understand how to keep themselves and others safe in different settings.
* Understanding and implementing the Behaviour for Learning Policy.
* Developing a trusting, reliable and strong professional relationship with the students, that ensures rapid and appropriate actions will be taken to resolve any concerns that they may have.
* Establishing a safe and stimulating environment for all students.
* Consistently modelling the positive attitudes, values and behaviours which are expected of students at all times.
* Advocating for the student and family at internal and external meetings.
* Playing an active role in key year group events i.e. Parents’ Evening.
* Ensuring students have an age appropriate understanding of how to stay healthy, what a healthy relationship is and are confident in staying safe from abuse, exploitation and radicalisation.
* Establishing a culture which promotes excellence, equality, high expectations of all students within an environment where mutual respect, tolerance and having fun together are common place.
* Ensuring the environment in which your year group is based plays a key role in displaying student successes and that you take every opportunity to promote and celebrate students who make positive choices.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of School to carry out appropriate duties within the context of the job, skills and grade.

**Fulfil wider professional responsibilities**

* Attend and actively participate in staff training days.
* Attend and actively participate in appropriate staff meetings.
* Support the whole school by complying with all policies/procedures and contributing to the overall ethos/work/aims of the school.
* Be a qualified member of the Emergency First Aid team, carry out emergency first aid for students, staff and visitors. Record first aid treatment given in line with academy procedures. Support in the medical room.
* Contribute to the maintenance of a safe and healthy environment including display work.
* Contribute and participate in school events and activities.
* Undertake all relevant training necessary to enable effective and efficient execution of duties.
* Carry out fire drill procedures in accordance with school policy. Specifically, ensure that all registered visitors have exited the building and are accounted for.
* Undertake any other duties as may be reasonably requested by the Principal and members of the Senior Leadership Team.
* To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

**Personal and professional conduct**

All staff are expected to demonstrate consistently high standards of personal and professional conduct. Staff working in the Academy uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the Academy by.

* Treating students with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a staff member’s professional position.
* Having regard for the need to safeguard students’ wellbeing, in accordance with statutory provisions.
* Showing tolerance of and respect for the rights of others.
* Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
* Ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law.
* Staff must have proper and professional regard for the ethos, policies and practices of the Academy in which they work and maintain high standards in their own attendance and punctuality.
* Staff must understand and always act within, the statutory frameworks which sets out their professional duties and responsibilities.

**Other professional requirements and duties include:**

* Setting a good standard of behaviour and being a good role model for children, supporting Academy Policies on Behaviour and Discipline and sharing responsibility for the behaviour of all children in the Academy.
* Establishing good relationships with parents/carers, creating trust and confidence, communicating with parents / carers about general Academy issues, curriculum matters and individual children’s progress.
* Developing and maintaining effective systems for communication with staff and the Head of School to ensure continuity of learning and consistency of approach.
* Informing the Head of School of any concerns of parents / carers in relation to work or other aspects of education at the earliest opportunity.
* Taking shared responsibility for the care and appearance of the Academy’s environment and to encourage all children to have pride in their Academy.
* Being mutually supportive of other staff and the Head of School, to foster good working relationships and a happy working environment.
* Participating in any arrangements for the appraisal of your performance.
* Maintaining Academy confidentiality at all times.
* Ensuring you are aware of your common law duty in relation to the health, safety and welfare of the children in the Academy or when leading activities off the Academy’s site and that all such procedures are followed in line with the Academy’s Policies and Procedures.
* Knowing the legal responsibilities in relation to the Race Relations Act 1976, Sex Discrimination Act 1975, Children’s Act 1989, Child Protection procedures, appropriate physical contact and physical restraint of students and other relevant DFE circulars.

**PERSON SPECIFICATION:**

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| **ATTRIBUTES** | **ESSENTIAL CRITERIA** |
| **Education and Qualifications** | * This post requires satisfactory clearance of an enhanced DBS disclosure, medical clearance, references and qualification checks. * Experience as an SNCO, WO or Officer in the Regular, Reserve or Cadet Forces. * Hold or prepared to gain cadet instructor qualifications. * Hold or obtain Government Security Clearance. * Full driving licence with D1 category or minibus trained |
| **Experience and knowledge** | * Instructional or teaching experience. * Experience working with cadets or young people. * Experience managing own workload and working on own initiative. * Good practical knowledge of cadet type activities (field craft, map reading, adventurous training, skill at arms, first aid, drill). * Understanding and experience of managing Health and Safety. * Knowledge and understanding of issues surrounding Safeguarding, Child Protection and the care of Looked After Children. |
| **Ability and Skills** | * Good team player. * Respectful, reliable and trustworthy. * Hardworking, kind and Ambitious. * Ability to motivate students to improve and sustain attendance, behaviour and strive for success. * Able to motivate others with energy and enthusiasm and build strong relationships. * Confident, friendly and approachable; a positive “can-do” attitude. * Proven ability to juggle multiple demands and priorities, working calmly under pressure. * Skilled user of IT and computer software. * Good written and verbal communication skills. * Highly organised and efficient administrator. * Hold or obtain DBS clearance at enhanced level |
| **Equal Opportunities** | * The school is an equal opportunities employer |