
JANUARY 2027 START DATE

SCHOOL STAFF INSTRUCTOR (SSI)

PART TIME POSITION



Applications should be submitted no later than noon on
Monday 2 November 2026 through the MyNewTerm application portal.



ST ALBANS
SCHOOL



A WELCOME FROM THE HEADMASTER

I am delighted that you are considering applying to join the staff at St Albans School.

Founded in 948 AD, St Albans School is one of the oldest schools in the country, with a rich heritage of academic excellence and innovation. While proud of our long history, we are a forward-looking school that prepares young people to thrive in a rapidly changing world.

Our pupils are intellectually curious, enthusiastic, and ambitious and we aim to foster in them not only academic success but also a lifelong love of learning. At the heart of our approach is the belief that passionate, knowledgeable teaching inspires pupils to explore subjects in depth, think independently, and achieve their best.

Beyond the classroom, life at St Albans School is vibrant and full of opportunity. We offer a wide-ranging and inclusive co-curricular programme, with activities spanning music, sport, drama, debating, CCF, outdoor education, academic societies, and much more. This breadth is central to the all-round education we provide, helping pupils develop confidence, resilience, and a strong sense of community.

Our pastoral care is a cornerstone of school life. We want every pupil to feel known, supported and encouraged to be themselves. We work hard to create a positive, inclusive environment where young people feel safe to take risks, learn from setbacks, and grow into thoughtful, compassionate individuals.

We also recognise that great schools depend on great staff. We are committed to supporting the professional growth and wellbeing of our colleagues. Whether through our robust programme of professional development, opportunities for career progression, or our supportive and collegial atmosphere, we aim to ensure that our staff feel valued and thrive as part of the St Albans School community.

If you are excited by the idea of joining a school that combines high academic standards with a deep commitment to developing the whole person, then I warmly encourage you to apply.

We look forward to welcoming you to St Albans School.

Joe Silvester
Headmaster



CULTURE OF THE SCHOOL

St Albans School is a community rooted in over a thousand years of tradition, yet forward-looking in its ambition. Located in the heart of a historic city, we are very much of the community we serve, not apart from it. Guided by our motto, Non Nobis Nati - “Born Not For Ourselves” - and our School Values, we encourage pupils to look beyond themselves and contribute positively to the wider world.

Pupils and staff experience a welcoming, friendly and cohesive atmosphere where newcomers quickly feel part of the community; we not only welcome diversity but actively embrace it.

Classrooms are safe and supportive spaces that foster curiosity, risk-taking and intellectual challenge. Pedagogy is rooted in research, with the School among the first nationally to be awarded the coveted Chartered College of Teaching Research Mark Plus status. Teachers are responsive to the needs of each individual and nurture both academic potential and personal growth, equipping pupils with the skills and confidence they need for life beyond the school.

Pastoral care is a defining strength of the School. All staff are trained in safeguarding and contribute to pupil wellbeing. Our pastoral care builds confidence and resilience, supported by tutors, Heads of Section, Sixth Form prefects and a large safeguarding team. Additional provision is made by our School Nurses, Mental Health Support Mentors, and Counsellor, ensuring that every pupil is well known, supported and encouraged to thrive.

The School offers a distinctive co-curricular breadth, with 200+ clubs and activities, including a wide sporting programme, vibrant performing arts, and leadership and service

opportunities through CCF and DofE. These experiences enable pupils to develop essential skills such as teamwork, leadership, creativity, resilience and empathy.

We are proud of our strong commitment to the community. Pupils engage in meaningful partnerships with local schools and care settings, and support charitable causes through fundraising and service projects, helping them to understand their responsibilities within both local and global contexts.

Looking ahead, we are excited to welcome our first cohort of girls into Year 7 in September 2026, ensuring that inclusion and community remain at the heart of all that we do.







THE COMBINED CADET FORCE

The Combined Cadet Force has a strong and established place in the co-curricular life of St Albans School. Offered from Third Form to Upper Sixth, it is one of the School's most popular activities, with around 120–150 cadets taking part. The Contingent meets each week as part of the Friday afternoon enrichment and co-curricular programme, offering a broad range of challenging, adventurous and educational experiences. At its heart is the development of personal responsibility, leadership and self-discipline, alongside teamwork, self-reliance and a sense of service.

Much of the appeal of the CCF lies in experiences that are deliberately different from everyday school life. Fieldcraft, first aid, navigation, shooting, adventurous training, camps and exercises allow pupils to acquire practical skills while learning to solve problems, work effectively with others and take responsibility for themselves. Other experiences may take cadets further afield, through flying and gliding, expeditions and adventurous training. These activities challenge pupils in new ways and encourage them to discover capabilities they may not previously have recognised.

Personal development is every bit as important as the skills being taught. As cadets progress through the Contingent, they assume increasing responsibility, with the rank structure providing genuine experience of leadership, peer mentoring and responsibility for others. The practical and collaborative nature of CCF can be particularly valuable for pupils who might not naturally put themselves forward. In a different setting, and often on a relatively level starting point, young people can grow in confidence, resilience, determination and self-belief.

A strong sense of community runs through the Contingent. Senior cadets play an important part in supporting and training younger pupils, while alumni serving in the Armed Forces have

returned to School to share their knowledge and experience. Younger cadets therefore learn from positive role models and, in time, have the chance to become role models themselves.

That sense of community extends beyond St Albans School. Through the School's established partnership with Marlborough Science Academy, pupils from both schools train alongside one another and participate in the same CCF activities. St Albans provides expertise and resources to support the partnership, while senior cadets contribute directly to the training of younger participants. The programme has also supported the development of Marlborough staff, with the longer-term ambition of helping the school to develop its own cadet provision.

The School Staff Instructor is central to making all of this possible. Working closely with the Contingent Commander, CCF Officers and Cadet NCOs, the SSI provides the expertise, organisation, practical support and continuity on which an ambitious CCF programme depends. The successful candidate will become an integral member of the Contingent and have a direct influence on the confidence, character and leadership of the young people who take part.





THE ROLE

The School Staff Instructor (SSI) plays a central role in the effective, safe and efficient operation of the School's Combined Cadet Force (CCF). The postholder will support the Contingent Commander in the administration, organisation and delivery of CCF training and activities, with particular responsibility for operational planning, security, the armoury, stores, equipment and logistical support.

Knowledge/Skills/Abilities

Essential

- Minimum Section Commander trained.
- Skill at Arms qualified.
- Relevant experience within a military, cadet or training-establishment environment.
- Strong working knowledge of relevant G4 processes and systems, including MEI, PSA and LEI.
- Previous and recent experience of working effectively with young people in a team or training environment.
- Sound understanding of safety, security, risk management and compliance within cadet activities.
- Strong administrative and organisational skills, with the ability to manage a varied workload and competing priorities.
- Excellent written and verbal communication skills.
- A positive, practical and flexible approach, with the ability to work effectively both independently and as part of a team.
- Good IT skills, including competence in Microsoft Office and email systems.
- Full UK driving licence.
- Willingness to maintain and develop the qualifications, authorisations and competencies necessary for the role.

Desireable

- Strong military background, ideally including recent service as a Senior Non-Commissioned Officer.
- Current or recent involvement in a CCF, ACF or equivalent tri-Service cadet organisation.
- Qualification and experience to plan and deliver small-arms blank-firing exercises.

- Relevant adventurous training qualifications.
- Duke of Edinburgh's Award qualifications or relevant expedition experience.
- Mountain Training qualifications or other relevant outdoor leadership qualifications.
- Relevant paddle-sport or paddleboard qualifications.
- Experience of planning and delivering cadet camps, field exercises, ranges and adventurous training.

Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom they come into contact will be to always adhere to and ensure compliance with the School's Safeguarding Policy and procedures. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School they must report any concerns to the Headmaster or the Designated Safeguarding Lead.



STAFF BENEFITS

We believe that our staff are our greatest asset. We are proud to offer a generous and thoughtfully designed package of benefits to support your professional growth, wellbeing, and work-life balance.

Pension: A contributory pension scheme operated by the Pensions Trust. Details of which include a 6% employer contribution rate and a 3% employee contribution rate. There is the option to increase contributions and the School will contribute double the employee contribution up to a maximum of 12%.

Life Assurance: Four times annual salary.

Free On-Site Parking: Parking is provided at no cost to staff, with availability in the evenings and weekends too.

Complimentary Lunches: A free daily hot lunch is provided during term time for staff working over the lunch period, including vegetarian options, bistro-style dishes, homemade soups and a fresh salad bar.

Professional Development: Staff benefit from extensive professional development opportunities.

Fee Remission: Full-time staff receive a remission of two-thirds of school fees for children educated at the School. This provision is subject to the availability of places and to the satisfying of the School's usual entry criteria.

Health Care: Staff have access to Benenden Health Care who support employee physical, mental and financial health needs including 24/7 counselling and support helpline; 24/7 access to a GP; and discounted Health Assessments. Alternatively for this role Private Medical Insurance is available.

Cycle to Work Scheme: Through Cyclescheme, staff can purchase a bike or e-bike through salary sacrifice, saving up to 42%, depending on your tax band.

Salary Extras: All staff have access to Salary Extras, our online benefits platform, offering:

- Discounts on shopping, restaurants and leisure
- Health and wellbeing programmes
- An Employee Assistance Programme
- Financial advice and guidance
- Spread-the-cost schemes for technology and motor maintenance

Staff Accident Insurance: Claim money back for certain injuries or accidents occurring in and out of the workplace.

Counselling Support: Our on-site School Counsellor is available to staff (when not fully booked by pupils) for confidential mental health and emotional wellbeing support.

Annual Flu Vaccination: For staff not eligible for the NHS flu vaccination programme, the School offers free flu vaccinations every Autumn term.

Sports and Leisure Facilities: Enjoy full access to our excellent facilities, including:

- The fitness suite before/after school and on weekends
- The swimming pool (twice weekly and on weekends during term time; extended access in holidays)
- The Sports Hall, available for private use

Library Access: Staff can use our well-stocked School Library, offering a wide selection of fiction, non-fiction, academic resources, and online materials.



EQUITY, DIVERSITY AND INCLUSIVITY

St Albans School is committed to promoting equity, diversity and inclusion through the creation of an environment in which individuals have the opportunity to thrive and be valued for what makes them unique. We are committed to work to eradicate discrimination and prejudice, reduce barriers to learning and promote participation for all, responding to and embracing the diversity of our pupils, parents, staff, governors and volunteers.

The School recognises the benefits of having a diverse and representative school community who value one another and the contributions everyone is able to make. We celebrate difference and we provide opportunities to share perspectives and support one another.

We are members of the Schools Inclusion Alliance and strive to uphold the stated standards. The School is committed to the principle of inclusion and opposes any and all discrimination, including that defined in the 2010 Equality Act based upon age, sex, marriage and civil partnership, gender reassignment, race (including colour, nationality, cultural, ethnic or national origins), SEN and disability, sexual orientation, religion or belief, pregnancy and maternity status. The School will take all reasonable steps within its power to ensure that members of the school community are treated fairly and have the opportunity to participate in achieving their full potential, with additional support provided where appropriate.

All members of the community are responsible for supporting an inclusive environment and there is a designated EDI lead as well as a Governance Committee. Regular training on EDI is provided for staff to ensure they fully understand, and can facilitate and support, the School's ethos and aims for EDI.

Our pupils are taught across the curriculum and co-curriculum to respect themselves and others in a tolerant, understanding and multi-cultural community. The academic curriculum is regularly reviewed to ensure it is reflective of the cultures and backgrounds of our pupils. We have a programme of diversity events and a range of societies and forums to provide support, share experiences and enable pupil voice. Through the development of skills and values, embodied in our motto 'Non Nobis Nati' (Born not for Ourselves), we empower young people to live lives which will contribute positively to the benefit of wider society.



FURTHER INFORMATION

This vacancy is for a part-time CCF School Staff Instructor.

This is an exciting opportunity for an individual who is passionate about developing young people through cadet training. Working closely with the Contingent Commander, CCF Officers and Cadet NCOs, the SSI will play a central role in the effective day-to-day operation of the CCF, supporting the planning and delivery of training, camps, exercises, ranges and adventurous activities, as well as the administration, security, armoury, stores and logistical requirements of the Contingent.

The role offers the opportunity to contribute directly to a programme that develops pupils' confidence, leadership, resilience, teamwork and self-reliance within a structured and rewarding environment.

The post is part-time, working three days per week during term time, plus four additional weeks outside term time.

Wednesday and Friday are required working days, with flexibility over the third day. Annual leave must be taken outside of term time.

St Albans School is committed to securing equality of opportunity through the creation of an environment in which individuals are treated on the sole basis of their relevant skills and abilities. The School recognises the benefits of having a diverse community of staff and pupils who value one another and the different contributions everyone can make. All policies and practices conform to the principle of equal opportunities including recruitment, selection, training, promotion and career development. Staff are selected according to their suitability for the post, irrespective of background or protected characteristic.

The School is committed to safeguarding and promoting the welfare of children. Applicants must therefore be willing to undergo child protection screening and safer recruitment checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Albans School is an equal opportunity employer, committed to diversity and the creation of an inclusive environment for all employees. Employment selections are made according to suitability for the post, irrespective of background or protected characteristic.

Applications should be submitted no later than noon on Monday 2 November 2026 through the MyNewTerm application portal available here:

www.st-albans.herts.sch.uk/information/vacancies/

The School reserves the right to make an appointment before the closing date, so early applications are encouraged.

