

**MATRIX ACADEMY TRUST**  
**Job Description – School Staff Instructor**

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|-------------|--|
| Reports to: | Senior SSI / Director of Talent Management   |
| Arrangement | Full time – 37 Hours Evenings and Weekends as required<br>Term Time + 10 days<br>Expectation to attend Summer Camp and Weekends  |
| Salary      | Scale Group 10 Spine Points 37- 40<br>Opportunity to claim up to 51 paid training days, via the MOD.   |
| Role        | <ul style="list-style-type: none"> <li>• The School Staff Instructor will play a key role in the leading, developing and expansion of our RAF Cadet Force into an outstanding cadet unit.</li> <li>• Has a central role in overseeing the efficient running of the contingent, the School Staff Instructor will plan, support planning and assist with training/instruction to the RAF Cadet Unit staff and cadets.</li> <li>• To provide support as directed in developing resilience for ‘hard to reach pupils’.</li> </ul>  |
| Main Duties | <ul style="list-style-type: none"> <li>• To support the Contingent Commander in running the RAF Cadet Unit</li> <li>• To provide administration for the RAF Cadet Unit</li> <li>• To organise and deliver military training to the RAF Cadet Unit</li> <li>• Support motivation of staff and cadets to develop their own military and adventurous training skills</li> <li>• Organise appropriate training and keeping records on individuals</li> <li>• To use the national cadet database (Westminster and Bader) to coordinate and plan consistent progress across all aspects of the training process</li> <li>• Maintaining environments and equipment in accordance with Joint Services Publication 313 and 814</li> <li>• Carrying out general administration and maintenance duties, ensuring the efficient day to day running of the RAF Cadet Unit</li> <li>• Take an active role in raising aspirations of young people through mentoring sessions with pupils at school and across the trust</li> </ul> <p><b><u>Organisation (incl. Governance and Compliance)</u></b></p> <ul style="list-style-type: none"> <li>• Supporting the Contingent through ensuring all records, audits and returns are completed in a timely manner.</li> <li>• Ensuring that the relevant policy, rules and practices are followed across all personnel administration, equipment management, and cadet activity planning and delivery.</li> </ul> <p><b><u>Personnel and Administration</u></b></p> <ul style="list-style-type: none"> <li>• Supporting the Contingent Commander and Section Commanders by ensuring that all CFAV and cadet records on Cadet MIS are current, reviewed regularly and updated as required, including any changes in medical and/or dietary requirements or next of kin details.</li> <li>• Supporting the Contingent Commander and Section Commanders by regularly monitoring CFAV mandatory checks and training, and highlighting where CFAVs require or will shortly require refresher checks and/or training.</li> <li>• Administering the new CFAVs and cadets joining the Contingent following the relevant CCF and Section policy, rules and practices.</li> <li>• Updating weekly parade attendance, external activity, course and training attendance, and qualifications gained on Cadet MIS for CFAVs and cadets in all Sections.</li> <li>• Identifying, highlighted and signposting appropriate activities, courses and training opportunities to CFAVs and cadets in all Sections, to assist them in their development.</li> </ul> <p><b><u>Logistics, Finance &amp; Medical Support</u></b></p> <ul style="list-style-type: none"> <li>• Managing and operating the Contingent’s equipment and materiel stores, maintaining accurate registers and checks of kit and equipment to ensure it is not lost.</li> <li>• Managing and controlling the Contingent Loan Stores account, including raising of issue and receipt vouchers for all Loan Stores, and the collection and return</li> </ul> |

of Loan Stores from the MOD and/or other Cadet Forces units where requested.

- Carrying out mandating checks on weapons, ammunition and pyrotechnics as required based on the types held by the Contingent.
- Ensuring all relevant inspection regimes are followed and correctly carried out, liaising with external organisations to carry these out in a timely manner where required.
- Carrying out regular equipment inspection and maintenance checks as required by the relevant policy, rules and practices, and ensuring that all faults, issues and damage of MOD-provided items is properly reported and fixed.
- Managing the Contingent clothing accounts, records of clothing issues and receipts for all Sections, and the centralised requests for new and replacement clothing items, repairs and returns in line with the relevant policy, rules and practices.
- Supporting the Contingent Commander and/or Section Commanders through booking accommodation, travel, equipment and/or training facilities as required, and ensuring these bookings are maintained, up to date, correct and actioned in a timely manner.
- Supporting the Contingent Commander in managing the Contingent Grant account and Contingent Non-Public Fund account, and any other funds that the Contingent and/or individual Sections may have access to.
- Preparing and submitting bills to the Contingent Commander for recovering of funds for kit and equipment losses, or for damages to MOD property.
- Providing access to all relevant publications, pamphlets and other documents to CFAVs and cadets where necessary.

#### **Activities, Courses & Training**

- Supporting Contingent parade days and other activities through preparing training aids, equipment and locations.
- Supporting the Contingent through attending reconnaissance visits for proposed cadet activities from a support and administrative perspective, and liaising with relevant support, accommodation and catering teams as appropriate.
- Supporting the Contingent Commander and Section Commanders through managing events on Cadet MIS, assisting in preparing and submitting the relevant forms and documents in a timely manner, and in updating the forecast of events.
- Supporting the Contingent Commander and Section Commanders through providing support and administration on cadet activities as required.
- Supporting the Contingent Commander and Section Commanders through booking CFAV and cadet attendance on activities, and in recording attendance and qualifications on Cadet MIS.

#### **Security, Communications & Engagement**

- Managing and maintaining the security of all weapons, ammunition and pyrotechnics held on School grounds or in use on Contingent activities.
- Managing and maintaining the security of all Contingent kit, equipment and materiel, including ICT facilities and bank accounts.
- Providing the Contingent point of contact for all security matters, queries and requests.
- Attending relevant conferences and meetings to support the Contingent Commander and Section Commanders.
- Updating all members of the Contingent with new or relevant information when this is published, including CFAV and cadet activities, courses and training opportunities.

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|                           | <p><i>On appointment, the School Staff Instructor becomes a Non-uniformed Volunteer in the Contingent. This ensures that they are covered by MOD policies on CFAVs delivering certain activities. The School Staff Instructor may also chose to become a uniformed CFAV subject to the relevant Cadet Force policy, rules and practices.</i></p> <p>This role will have a Home Base but there will be a requirement to travel and support other Trust Schools (travel expenses available).</p>  |
| <p>Additional Duties:</p> | <ul style="list-style-type: none"> <li>• To play a full part in the life of the school community and to support its distinctive mission and ethos.</li> <li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> <li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of, support and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos/work/aims of the school and supports its distinction mission</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Participate in training and performance development as required</li> <li>• Any other duty as deemed appropriate to the post by the Headteacher.</li> </ul> |

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....

**MATRIX ACADEMY TRUST**  
**Person Specification – Combined Cadet Force (CCF) School Staff Instructor**  
**Criteria**

| <b>Qualifications and training</b>  | <b>Essential</b> | <b>Highly Desirable</b> | <b>Desirable</b> |
|---|------------------|-------------------------|------------------|
| Security Awareness Training   |                  |                         | ✓*               |
| Information Technology Security Awareness Training  |                  |                         | ✓                |
| Skills at Arms Range Management Qualification, Stages 1 - 3   | ✓                |                         |                  |
| Clay Pigeon Shooting Association, Range Safety Officer  |                  | ✓*                      |                  |
| Target Rifle Skills Course Qualification  | ✓* <sup>1</sup>  |                         |                  |
| Target Rifle Coaching Course Qualification  |                  | ✓* <sup>1</sup>         |                  |
| Good Knowledge of Infantry tactics, map reading, skill at arms, first aid, drill, self-reliance / adventure training matters: | ✓                |                         |                  |
| Infantry Level Tactical Knowledge to PSBC standard (including exercise planning – ECO)  |                  | ✓                       |                  |
| Map Reading Instructor Qualification  |                  |                         | ✓                |
| First Aid Instructor Qualification  |                  |                         | ✓*               |
| Drill Instructor Qualification  |                  |                         | ✓                |
| Mountain Leader Training (MLT) Qualification  |                  | ✓*                      |                  |
| Other Adventure Training Qualification  |                  |                         | ✓                |
| All Arms Storeman Qualification   |                  | ✓*                      |                  |
| Microsoft Office (competent in Word, Excel and Powerpoint)  | ✓*               |                         |                  |
| Basic Funding Accounting  |                  |                         | ✓                |
| HAZMAT & FMT 600 Driving Qualifications   | ✓*               |                         |                  |
| MIDAS Minibus Driver  |                  | ✓                       |                  |
| <b>Experience</b>   |                  |                         |                  |
| Instructional experience  | ✓                |                         |                  |
| Management / leadership experience  |                  | ✓                       |                  |
| Experience working at training establishments, i.e. officer cadets, junior soldiers / recruit                                 |                  | ✓                       |                  |
| Adventurous Training Expedition Planning  |                  | ✓*                      |                  |
| Familiarity with current training pamphlets   |                  |                         | ✓                |
| Air Rifle Maintenance   |                  |                         | ✓*               |
| Management of Equipment Care Inspections and Logistics Care Inspections (ECIs and LCIs)                                       | ✓                |                         |                  |
| <b>Personal</b>   |                  |                         |                  |
| Can satisfy all criteria and checks relating to suitability to work in a school environment                                   | ✓                |                         |                  |
| Patient   | ✓                |                         |                  |
| Committed   | ✓                |                         |                  |
| Good self-discipline  | ✓                |                         |                  |
| Good timekeeper   | ✓                |                         |                  |

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|---|---|--|--|
| Ability to establish good working relationships with the armed services and motivate young people | ✓ |  |  |
| Ability to evaluate and improve performance   | ✓ |  |  |
| Ability to delegate and coach CCF staff as well as cadets   | ✓ |  |  |
| Able to work under pressure, independently and work long hours if necessary                       | ✓ |  |  |
| Holds a full driving license  | ✓ |  |  |

<sup>1</sup> Courses available at the national Shooting Centre, Bisley

Notes: All “✓” marked with a “\*” above indicate that it is possible to obtain qualifications in these areas once appointed