



Thomas Deacon Academy



Thomas Deacon Academy

Application Information Pack

Enrichment Lead

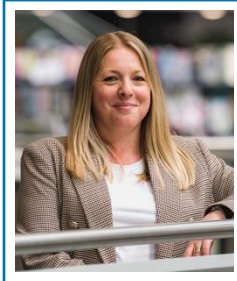
(CCF SSI & Duke of Edinburgh Award)



Working together to transform lives through education



Principal's Welcome



Dear Applicant,

Thank you for your interest in working at Thomas Deacon Academy (TDA) and I hope that you will find this pack useful and informative in helping you to complete your application.

Thomas Deacon Academy is a genuinely special school with a talented team of staff committed to improving the life chances of their pupils.

Whilst TDA secured a good Ofsted grade in its last inspection, there is no room for complacency and we are committed to making further improvements to the overall quality of education for our pupils.

We believe our young people should leave us as citizens that are fully equipped with the character and qualifications to take their place in the world. We place great emphasis on ensuring they experience a broad and balanced curriculum, with a wide range of extra-curricular activities, opportunities for them to develop their 'character' and a strong pastoral system to support them with life's challenges.

Our students benefit from our outstanding facilities. These include our Norman Foster designed Academy building and purpose built Key Stage 2 Juniors building located in our 43-acre campus. Amongst other facilities we also incorporate an excellent Sixth Form Study Centre and expansive playing fields and sporting facilities

We are proud to be part of Thomas Deacon Education Trust which, like us, is dedicated to raising educational outcomes for all its students across its range of primary and secondary phase academies. As a member of staff here you will benefit from high quality professional development and support both from this school, and also directly from an exciting range of development and training opportunities our locally based trust allows us to share in. Sharing expertise with a variety of like-minded schools ensures we provide the best possible opportunities for our staff to grow and develop regardless of the point in their career they join us.

We think Thomas Deacon Academy is an exciting and vibrant place to be and we would warmly welcome visits from prospective candidates interested in being part of our team. I am delighted that you are interested in finding out more about our Academy and we look forward to seeing or hearing from you soon.

Warm regards,

Emily Gaunt | Principal



Job Description

Job Title	CCF SSI & Duke of Edinburgh Award leader with responsibility for the academy enrichment program.
Reports to	Head of Department – Character
Salary/Grade	Pathway 5
Date Last Evaluated	May 2026
Core Purpose	<p>Lead and organise the delivery of a comprehensive academy enrichment programme, ensuring high levels of student participation and engagement. Monitor and report on attendance using data to identify trends and target increased involvement.</p> <p>Act as School Staff Instructor (SSI) for the Combined Cadet Force (CCF) at TDA and QKA, with overall responsibility for the Junior Cadet Programme at Gladstone Primary and TDAJ.</p> <p>Lead the Duke of Edinburgh Award at TDA, creating experiences that develop leadership, resilience, teamwork, and personal growth in students.</p>

Key Responsibilities

Enrichment Co-Ordinator:

- Plan, coordinate, and deliver a wide range of enrichment activities that enhance pupils' learning experiences beyond the classroom.
- Work closely with teachers, external providers, and community partners to develop high-quality clubs, workshops, and events aligned with the school's curriculum and values.
- Promote inclusion and equal access, ensuring enrichment opportunities are accessible to all pupils, including those with additional needs or from disadvantaged backgrounds.
- Manage schedules, budgets, and resources for enrichment programmes, ensuring activities run safely, efficiently, and within agreed frameworks.
- Monitor, evaluate, and report on the impact of enrichment activities on pupil engagement, wellbeing, and personal development.
- Communicate effectively with pupils, staff, and parents, promoting participation and celebrating achievements through enrichment opportunities.
- Organise and support lunchtime (Period3) enrichment activities.

SSI:

The post holder will be responsible for the administration of the contingent and will be the main military presence on parade afternoons, exercises, and camps.

- To plan, administer and deliver effective training experiences; this includes ensuring that all necessary equipment is available for Parade afternoon CCF training, field days, overnight exercises, courses and camps.



- To plan and organise training programmes in conjunction with CCF Officers and the Cadet Training Team.
- To issue, care, maintain and account for all MOD and CCF private stores and equipment including adventure training equipment, weapons, ammunition and pyrotechnics.
- To be responsible for maintaining CCF clothing and equipment stores.
- To issue, record and control all clothing and equipment issues to all cadets and staff, including control and maintenance of clothing and equipment accounts, and billing for lost/damaged equipment as necessary.
- To attend all CCF events (including Spring and Summer Camps), Field Days and CCF Weekends without exception.
- To complete all associated administration and training programmes as directed by the Contingent Commander. This will include bids for training facilities, stores, equipment, transport, food and accommodation and attendance at camp and training area conferences as necessary.
- To prepare all risk assessments, needed for contingent training.
- To be routinely available to staff and cadets for CCF-related requirements (kit issue, exchange and replacement).
- To be responsible for preparing and manning all CCF demonstrations on, for example, Open Days and other School events.
- To take a key role in planning for the contingent's biennial inspections. To collate all returns to MOD (records of service qualifications, MOD held equipment and assets, Staff/Officers qualifications).
- Carry out first-line weapon inspections, control and record all weapon loans with other Cadet Units and local schools.
- To teach, instruct and advise all staff and cadets on military matters, including range work, drill and ceremonial.
- To teach and test all cadets and staff on skill at arms for weapons held or used, currently Cadet A2 and air rifle.

Duke of Edinburgh Award:

- Ensure the Duke of Edinburgh Award continues to be part of the enrichment offering in the Academy.
- All three Awards are operational and available to all TDA students. Attend all DofE trips and expeditions.
- Have a Walking Qualification (or working towards).
- Arrange annual staff training residential.
- Duke of Ed/CCF Calendar created and trip paperwork is completed on time for Evolve.
- Publicise and market the DofE/CCF to all potential students and parents.
- Prior to final expeditions meet and inform all parents/guardians of Duke of Edinburgh Award/TDA Health and Safety protocol whilst on an expedition.
- All students are adequately trained to undertake a remotely supervised Expedition.
- Ensure Duke of Ed completion rates are above national average.
- Further develop personal skills and knowledge in line with Duke of Edinburgh and National guidelines on Adventurous Activities.



- Work with all Cadet Forces in the Academy to promote and grow the Duke of Edinburgh Award.
- Arrange Annual Awards Evenings for DofE/CCF.

General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.



Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
Level 2 qualifications in English and Maths (GCSE or equivalent)	E	A
First Aid qualification (or willingness to obtain)	E	A/I
Recognised outdoor / walking qualification (or willingness to work towards)	E	A/I
Relevant qualification in education, youth work, outdoor education, or similar	D	A
Duke of Edinburgh Award Leader/Assessor accreditation	D	A/I
Knowledge & Understanding		
Understanding of enrichment programmes and their impact on student engagement and development	E	A/I
Knowledge of safeguarding, child protection and health & safety requirements in an educational setting	E	A/I
Understanding of inclusion and strategies to engage disadvantaged and SEND students	E	A/I
Knowledge of Duke of Edinburgh Award framework and expedition requirements	E	A/I
Understanding of risk assessment processes for trips, visits and outdoor activities	E	A/I
Knowledge of monitoring participation and using data to improve engagement	E	A/I
Awareness of cadet forces / CCF structure, training and expectations	D	A/I
Understanding of working with external partners and community organisations	D	A/I
Skills & Abilities		
Ability to plan, organise and deliver a wide-ranging enrichment programme	E	A/I/T
Strong organisational and administrative skills, including managing schedules, resources and budgets	E	A/I
Ability to lead and coordinate trips, residentials and outdoor activities safely and effectively	E	A/I
Excellent communication skills with students, staff, parents and external partners	E	A/I
Ability to motivate and inspire students to engage in enrichment opportunities	E	A/T



Strong data handling skills to track participation and report on impact	E	A/I
Ability to manage risk assessments and ensure compliance with regulations	E	A/I
Effective leadership skills in both educational and outdoor settings	E	I/T
Ability to work flexibly, including evenings, weekends and residential trips	E	A/I
Ability to maintain accurate records and complete administrative requirements (e.g. Evolve)	E	A/I
Strong teamwork skills and ability to collaborate across departments and organisations	E	I
Resilience, adaptability and problem-solving in dynamic environments	E	I
Experience		
Experience of working with young people in a school, youth or community setting	E	A/I/R
Experience of organising or delivering enrichment, extracurricular or outdoor programmes	E	A/I
Experience of leading trips, expeditions or residential activities	E	A/I
Experience working with cadet forces, military training or similar structured programmes	D	A/I
Personal Commitment		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

Assessment methods

A – Application I – Interview T – Task/Activity L – Lesson Observation
R – References



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