



## JOB DESCRIPTION

<b>JOB TITLE</b>	CCF & Outdoor Pursuits Development Manager & CCF Head of Section (RAF)
<b>DEPARTMENT</b>	Co-Curricular & Community
<b>SECTION</b>	Non-Teaching
<b>LINE MANAGER</b>	CCF Contingent Commander

### SAFEGUARDING

*Forest School is committed to safeguarding and promoting the welfare of children.*

Safeguarding checks will be undertaken on all successful candidates in accordance with School policy. The safeguarding responsibilities of the post can be found in this job description and person specification.

**NB** The post is exempt from the Rehabilitation of Offenders Act 1974.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

### JOB SUMMARY:

This individual will play a key role in the continued development of our thriving CCF Contingent. Working closely with the Contingent Commander, they will help enhance the delivery of the School's CCF programme, with the aim of increasing both participation and the profile of the Contingent within the School and our wider community. In addition, they will make a significant contribution to the school's co-curricular provision through the delivery of a range of outdoor education and enrichment opportunities, including (but not limited to) the enrichment programme, co-curricular clubs, Duke of Edinburgh expeditions, educational trips and visits, and wider outdoor learning initiatives.

### KEY RESPONSIBILITIES:

- Alongside the Contingent Commander develop and deliver a 3-year strategy plan for the development of the CCF Contingent, increasing participation, engagement, and profile across the school and wider community
- Work closely with the Contingent Commander & SSI to enhance the planning, delivery, and effectiveness of the CCF programme, providing the cadets with an enjoyable and enriching experience.
- Instructing and training cadets and CFAVs in accordance with the cadet syllabus and in line with the Forest's values and the CCF ethos.

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- Manage and coordinate RAF section activities, training programmes, events, and leadership development opportunities for cadets.
- Support the recruitment, retention, and progression of cadets while fostering strong relationships with students, staff, parents, and external organisations.
- Ensure compliance with safeguarding, child protection, health and safety, and regulatory requirements across all activities and programmes.
- Accurately maintain adult and cadet records, parade attendance registers & calendar of events for the RAF section on the Westminster, Bader and School platforms.
- Act as Line Manager for the SSI.
- Supporting the Contingent Commander in the delivery of the CCF element of open days and other outward facing school activities.
- Administer and develop the training programmes for RAF camps, field days and weekly parade days and other events in conjunction with the Contingent Commander and SSI. This will include bids for RAF training facilities, equipment, transport, and attendance at RAF camps as necessary. Ensuring administration for such visits is completed as required within both the school's and MoD's systems.
- Attendance at relevant RAF / CCF conference, briefing and training days.
- Attendance on both the Winter & Annual CCF Camps and where relevant other CCF events / trips.
- Taking a key role alongside the SSI in the planning and delivery of flagship events in the Contingent year, including the Biennial Inspection and Remembrance Day alongside the Chaplain.
- Liaise with Forest School's Health, Safety and Compliance Director to ensure in-house policies and procedures are adhered to.
- Promote leadership, teamwork, resilience, self-discipline, and personal development through cadet and outdoor education programmes.
- Develop and help to deliver a range of outdoor pursuits opportunities that support student development and wellbeing.
- Support the DofE Manager with administrative tasks during peak periods as well as attend the school's DofE expeditions (Bronze - Gold level) during the holiday periods.
- Contribute to the whole school's enrichment and co-curricular programme through the creation and delivery of clubs, activities, and experiential learning opportunities.
- Develop professional partnerships with local Outdoor Pursuit suppliers and venues and administration of employment of external contractors
- Plan and deliver staff outdoor activities to foster a community focus across school.

## **GENERIC DUTIES AND RESPONSIBILITIES**

Below sets out the generic main duties and responsibilities of any non-teaching staff member at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School staff are professionals who carry out their duties responsibly and with regard for the best interests of the pupils and the school.

### **Pastoral Responsibilities**

Every staff member at Forest has collective responsibility for our pastoral processes and policies. Forest staff contribute to the development of the whole child and demonstrate consistent competence, build outstanding relationships alongside the highest expectations.

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Our pastoral foundations are as follows:

- Ensure every pupil is known, liked and valued.
- Ensure every pupil feels safe and secure.
- Ensure earliest intervention and a responsibility for personal development.
- Ensure you are incorporating pupil voice into daily decision-making.
- Ensure you have proactive communication with all stakeholders.

### **Safeguarding**

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

- Ensure that all key policies have been read and understood, including KCSIE Part 1
- Attend Safeguarding and Child Protection training, including updates and Prevent
- Complete an annual declaration regarding the status of DBS

### **Health and Safety**

- Be familiar with and implement all School Policies and Procedures.

### **Other Professional Duties**

- Support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, the Staff Code of Conduct, the School's aims and policies and endeavour to follow these closely.
- Notify the Line Manager and the Absence Managers as early as possible if they are going to be absent from School.
- Attend relevant training each year, after obtaining the consent of their Head of Department and the CPD Budget holder.
- Take part in the school's performance management scheme and appraisal.

This generic description should be read alongside the Staff Code of Conduct.

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## FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, [Safer Recruitment and Child Protection](#), and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.

## TERMS OF EMPLOYMENT

Category	Details
Contract Type	Permanent, Term Time plus 7 weeks
Working Hours	<p><b>Term time hours:</b> 08:00 - 17:00, Monday – Friday. (Exact hours to be confirmed to accommodate afterschool CCF / Outdoor Pursuits clubs where relevant. A later finish will mean either a later start or time off in lieu at the discretion of the line manager.)</p> <p><b>School holiday hours:</b> 08:30 – 15:30, plus CCF trips and DofE expeditions.</p>
Holiday Entitlement	School Holidays (minus 7 weeks)
Additional Details	<p>In addition, and as part of your contracted hours, you will be required to attend School Open Day (Normally a Saturday in September) &amp; School InSET days. Please note that time off in lieu and additional payment will not be made for these days.</p> <ul style="list-style-type: none"><li>• Requirements to work occasional weekends and evenings for school events.</li><li>• The post holder will be expected to attend Open Morning and all staff InSET</li><li>• Non-Teaching staff are enrolled into a defined contribution scheme.</li><li>• Staff are required to make a minimum contribution into the scheme, amounting to 5%. The school will make a graduated employer contribution, based on length of service.</li><li>• Free lunches &amp; refreshments during term time.</li><li>• Discounted membership of the Sylvestrian Leisure Centre.</li><li>• Assistance obtaining a parking permit.</li><li>• Employer death in service benefit</li><li>• Support with extensive CPD opportunities</li></ul>

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