



Mossbourne
Combined
Cadet Force

Recruitment Pack

Contingent Commander for
the Combined Cadet Force

Contents

About the Mossbourne Federation	04
The Local Area	06
Our Secondary Academies	08
The Role	10
Main Duties & Responsibilities	11
Benefits	14
Application Process	16



About the Mossbourne Federation

The Mossbourne Federation is a network of primary, secondary and Sixth Form academies providing the children of Hackney and Thurrock with an incredible education from 4 to 18 years of age. Our secondary Academies are Mossbourne Victoria Park Academy (MVPA), Mossbourne Community Academy (MCA), Mossbourne Fobbing Academy (MFA) and Mossbourne Port Side Academy (MPSA).

Courtesy, hard work and excellence are our guiding principles. These are embedded alongside the Federation values of:

Excellence:

We do everything to the best of our ability, always.

Unity:

We work together towards our goals, with integrity.

No Excuses:

We believe that anything is possible, we just have to know how.

The Mossbourne ethos is founded on a belief in simple, traditional values combined with an innovative approach to learning. Our staff strive towards a common goal:

being the best we can be, ensuring every student, every teacher and every member of staff fulfils their potential.

This is based on a philosophy of continuous improvement, always learning, always looking for a better way to do things. We are a supportive family that shares experiences, knowledge, and ideas in an environment that welcomes input and challenge.

We are always looking forward but are proud of our history. Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. All learners, regardless of ability, benefit from evidence informed approaches to teaching and learning. The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

Alongside our curriculum, Mossbourne offers students access to an ambitious and varied co-curricular programme of enrichment activities designed to:

- **Broaden the worldview and aspirations of young people**
- **Promote the development of key life skills**
- **Support good physical and mental well-being**

The four strands of our co-curriculum offering are:

- **Architecture and the Built Environment**
- **Combined Cadet Force**
- **Medicine**
- **Music**

We work in partnership with the Mossbourne Charitable Trust to provide funding for these transformative enrichment programmes.

All of our secondary students also benefit from our timetabled Bourne Scholar enrichment programme that forms part of every child's core curriculum.





Working in Hackney

Our academies are based in one of the capital's fastest-growing and most diverse areas within the metropolitan borough of Hackney.

Hackney attracts people from all over the world with its creativity and vibrant urban life. It's the kaleidoscopic mix of innovative business, alternative entertainment and a wide range of restaurants that makes Hackney so appealing.

We are easy to get to from all parts of London. Major routes connect us to North, East, West and South London on the overground network, providing a no-fuss commute for colleagues living in other London boroughs.

"The difference between a good school and a great school is the people. At Mossbourne, we have created a culture that places relationships at its heart."

Peter Hughes, CEO
Mossbourne Federation

Working in Thurrock

Thurrock is a thriving community that offers many benefits for those working in our academies. The area boasts good transport connectivity links to London and the M25 motorway, as well as other parts of the South East of England. The Port of London Gateway in Stanford-le-Hope is the UK's largest and most integrated logistics facility, featuring a rail terminal and logistic park alongside a container port handling over 2 million units per year. The Port of Tilbury is a major hub for cargo, cruise, and logistics, handling a wide variety of goods including grain, paper, forest products, and containers. Combined, these ports offer numerous opportunities in employment, trade, logistics, and construction, bringing investment to the area.

Officially part of the London 'fringe', Thurrock is a great place to live and work. It is home to the Lakeside Shopping Centre, which has over 245 retail shops, dining, entertainment, and play areas, as well as free parking. The area offers relatively affordable housing and a diverse population living across its towns and villages. Thurrock has more than 18 miles of beautiful riverfront, rich with open green spaces, scenic countryside, and wild riverside walks. The borough is proud of its rich heritage and growing cultural scene. The area has a Greengrid Strategy to create a network of green spaces that connect the towns and countryside.



Our Secondary Academies



Mossbourne Community Academy

Mossbourne Community Academy (MCA)

11-18 years

Mossbourne Community Academy opened its doors in 2004 as one of the country's first academies. As the original Mossbourne academy, MCA redefined expectations of what it is possible to achieve at a non-selective inner-city academy. With consistently exceptional exam results and two consecutive 'Outstanding' Ofsted judgements, MCA is widely regarded as one of the best secondary academies in the country. Alongside their strong academic attainment, MCA students access an exciting range of enrichment opportunities through a carefully curated extracurricular offering.



Mossbourne Fobbing Academy

Mossbourne Fobbing Academy (MFA)

11-16 years

Mossbourne Fobbing Academy has a rich history of excellence in academic, artistic and sporting endeavours. Located in Corringham, Essex, MFA joined Mossbourne in January 2025 and is rapidly improving after a period of underperformance. Its dynamic leaders and teachers are transforming the academy with high expectations and a calm learning environment, fast re-establishing its reputation for excellence. Students benefit from specialisms in the arts alongside a rigorous, challenging academic curriculum from Key Stage 3 through to Key Stage 5.



Mossbourne Port Side Academy

Mossbourne Port Side Academy (MPSA)

11-16 years

Mossbourne Port Side Academy is a secondary school in Stanford-le-Hope, Thurrock, near the historic port of Tilbury. Currently on a journey of improvement, having joined Mossbourne in January 2025, the academy is driven by a dedicated team committed to academic excellence, high aspirations, and rich personal development. With expansive grounds, excellent facilities, and well-established co-curricular enrichment programmes, the Academy provides a well-rounded education. As one of the smaller secondary schools in the area, it fosters strong staff-student relationships, ensuring tailored support that empowers every student to reach their full potential.



Mossbourne Victoria Park Academy

Mossbourne Victoria Parkside Academy (MVPA)

11-16 years

Mossbourne Victoria Park Academy is an 'Outstanding' academy based in South Hackney. The academy, which opened in 2014, is situated in a former French Huguenot Hospital which first opened in 1865. High standards and enriching character development opportunities support students to become confident, successful young adults prepared for the challenges of their next steps. Academically, MVPA students do exceptionally well in GCSE exams each year, going on to become the next generation of students and leaders in their chosen fields.

If you want to be part of the team that is improving the future of our students, then read on!



Contingent Commander for the Combined Cadet Force



Salary:

Competitive

Hours:

12-16 hours per week either part time or full-time in combination with teaching or non-teaching responsibilities. Additional days may be required for camps and CCF training/ceremonial event days

Full time equivalent:

Part-Time – 52.143
Weeks per annum

Contract type:

Permanent

Responsible to:

Federation Assistant Principal
(Co-Curricular)

Responsible for:

Cadets, SSI, CFAVs, Staff Training & Administration of the CCF Scheme

Location:

Required to work at the Mossbourne Federation Sites

Key working relationships:

Central Services, Staff, Students, Parents, External agencies

The Mossbourne Combined Cadet Force

In partnership with the Honourable Artillery Company (HAC)

Are you passionate about youth development, adventure, and leadership? The Mossbourne Federation is seeking a dedicated individual to spearhead the establishment and growth of our inaugural Combined Cadet Force (CCF) as a Contingent Commander. While prior experience in cadet training is advantageous, we welcome applications from individuals who are eager to learn and grow into the role of Contingent Commander. The role can be tailored to suit the circumstances of the applicant, whether they prefer a part-time or full-time position, and whether they have a background in teaching or non-teaching roles. All applicants will have a genuine enthusiasm for youth development, adventure, and leadership, with a commitment to empowering young people to succeed. This is an exciting opportunity to make a lasting impact by nurturing the skills, character, and opportunities of Mossbourne pupils through an enriching cadet experience.

Main Duties & Responsibilities

Leadership and Management:

- Establish the Combined Cadet Force as a vital component of school life.
- Lead the growth and development of the CCF, alongside the School Staff Instructor (SSI).
- Shape the future direction of the CCF within the Federation.

Safeguarding and Compliance:

- Ensure adherence to the appropriate Ministry of Defence (MoD) and Federation's Safeguarding Policy.
- Ensure all adults who are working with the students understand and adhere to the Federation Safeguarding Policy.
- Uphold Federation values and policies, promoting no-excuses, excellence and unity.

Operational Management:

- Develop and implement a yearly programme for cadets and staff.
- Plan and oversee training sessions, exercises, residential camps, and events.
- Manage budgets and accounts, ensuring compliance with regulations.
- Coordinate nominations for National Courses and liaise with the Ministry of Defence (MoD).
- Ensure the Army database (WESTMINSTER) is kept up to date with current records.

Recruitment and Engagement:

- Recruit, train, and manage any adult volunteers for the contingent as necessary.
- Promote CCF opportunities and benefits to students and parents.
- Oversee cadet recruitment and retention efforts.

Communication and Public Relations:

- Publicise CCF activities internally and to external stakeholders.
- Represent the Federation at meetings, functions, and ceremonial events.
- Report on CCF events for Federation publications, websites and stakeholders such as Principals, governors, and parents.

Training Administration:

- Assist with training programmes and materials.
- Coordinate facility bookings, transport, accommodation, rations and equipment issuance.
- Ensure compliance with safety regulations and training protocols.

Discipline, Health, and Safety:

- Maintain discipline, dress and health & safety standards within the unit.
- Report accidents and maintain risk assessments.
- Liaise with Heads of Year and parents regarding non-attendance and safety concerns.

Ceremonial and Special Events:

- Organise and oversee ceremonial events and parades.
- Attend regimental social events as necessary to support the positive promotion of the contingent.

Other Duties:

- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Must be available to work out of hours for CCF activities across the year by arrangement, to attend and take part in all CCF organised trips and activities.

Essential/ Desirable	Requirements	Assessment Criteria		
		Interview	Application Form	Task
Experience				
Desirable	A proven track record of success in middle leadership	X	X	
Desirable	A track record of supporting staff in improving their practice	X	X	
Desirable	Previous similar experience preferably in a school / CCF-based environment	X	X	X
Essential	Confidence in handling new situations & leading from the front	X		X
Essential	Punctuality, reliability & ability to maintain a high level of confidentiality		X	
Essential	Excellent written & spoken English, able to communicate effectively at all levels		X	X
Essential	Ability to reflect on your own and student performance and adapt practice accordingly	X		X
Essential	Ability to develop and maintain positive relationships with all stakeholders	X		
Essential	Ability to multi-task effectively working to tight deadlines	X	X	
Essential	Ability to prioritise workload in a busy environment, paying attention to detail		X	
Essential	Flexible, effective & proactive team member employing initiative to deliver work		X	
Qualifications				
Desirable	Adventure training qualifications		X	
Desirable	Range management qualifications		X	
Desirable	Health & Safety Training relevant to the post		X	
Desirable	Sector knowledge & experience relating to Cadet Force coordination		X	
Desirable	A willingness to undertake all relevant CCF qualifications and training required for the role	X		

IT Knowledge				
Essential	Adept at using the MS Office suite of applications & communication tools		X	
Desirable	Ability to swiftly adapt to and utilise new & varied systems & software		X	
Behavioural Competencies				
Essential	Excellent analytical, written and verbal skills	X	X	X
Desirable	Strategic approach, organisational perspective and lateral thinking	X		
Essential	Ability to meet deadlines internally and externally ensuring output of a consistently exemplary standard		X	
Essential	Conscientious, motivated and possessing integrity & commitment	X		
Essential	Commitment to meeting deadlines internally and externally ensuring output consistently is of an exemplary standard	X		
Essential	Proactive, excellent time management & prioritisation skills	X		
Essential	Genuine interest and passion for education and the ability to contribute more widely to Federation life and community	X	X	
Applicable to all staff				
Essential	Participate in ongoing training to fulfil the requirements of the role	X		
Essential	Support the Federation verbally and non-verbally through actions and attitude, including adjusting performance and practice in accordance with Federation initiatives and findings		X	
Essential	Recognise your role as part of the succession of the federation	X		
Essential	Play an active role in the Safeguarding of students, staff & visitors	X		X

Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. The document is not a comprehensive list; it simply outlines expectations of this role. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children. Applications will be assessed upon receipt, and we reserve the right to interview and appoint prior to the closing date. An early application is therefore strongly advised.

Staff Benefits

Professional Development

FedCon: A Federation Conference each academic year bringing together all staff to promote collaborative working across the Federation.

CPD Sessions: Providing staff with 'little and often' training opportunities after the school day and within core hours.

Performance Management Day: A day every academic year for staff to plan their career goals and progression within the Federation.

Career Progression: Our bespoke CPD calendar features localised training, coaching and mentoring opportunities, ring-fenced time for goal setting and review, a progressive online development portal and support from a dedicated HR team and training budget. We offer trainee leadership roles, internal promotions and secondments across the Federation to support professional growth.

INSET Days: Eight INSET days every academic year.

Mossbourne Culture

Our academies foster friendly, calm and focussed working environments by promoting a culture of politeness and diligence among our students. We strive to create conditions where our staff can work 'smarter not harder', by continuing to invest in digital transformation and new technology and by organising our ways of working to ensure employees are well supported at work and outside it.

Hybrid working: Our fixed hybrid approach strikes a balance between on-site and remote work, encouraging a culture where staff are not tethered to one site or place of work. Subject to operational needs, we allow teachers to choose where and how they work for certain non-contact time with students. In our secondary academies, student timetables finish at lunchtime on Fridays and most weeks, staff can decide where they work to do their preparation, marking and assessment after that time. Our primary teachers have similar flexibility to take their PPA time off-site, with ring-fenced mornings or afternoons timetabled regularly.

Our Central Services teams have a fixed hybrid approach, ensuring that their high-quality service to academies is never interrupted, but allowing remote working on negotiated days of the week. They also have a special leave entitlement with three additional weeks of leave offered across the year, taken during term breaks, subject to approval.

Summer Exam Period: In our secondary academies, timetables are suspended for the last two weeks of the summer term to allow all students to undertake formal examinations in their subjects. This means staff do not plan lessons in this period but invigilate examinations.

Marking, Moderation and Data Week: This occurs in the last week of the summer term. Secondary students do not attend school and staff are given the time to mark, moderate, analyse and record student data. For Primary colleagues, this time is split throughout the year.

Wellbeing & Leisure

Flexible Working: We support our staff to explore flexible working, part-time working or other bespoke arrangements.

Celebrating Success: We recognise staff who go the extra mile; it is part of our DNA. We offer awards through a peer and leader-nominated 'shout out' scheme, appreciation events, well-being events and celebrations.

Special Leave: Special parental leave, part-paid paternity leave and enhancements to maternity leave are offered as well as a day available each year that teachers, and other staff who work term time only, can pre-book for special occasions. We believe in meeting our staff where they are, supporting exam leave, sabbatical leave and other personal requirements.

Employee Referral Scheme: our people promote our culture best. We pay a referral fee when a staff member recommends someone who goes on to be successfully appointed into a shortage role.

Amenities: Complimentary tea and coffee stations are offered at staff bases across Mossbourne academies and refreshments are provided for staff meetings and events throughout the year.

Free Healthcare Provision: Access to fully-paid membership of an award-winning private healthcare provider to provide additional support. Access to a range of services, including online GP, a 24/7 mental health employee assistance helpline with free counselling where recommended, and a cashback scheme allowing staff to claim refunds up to an annual allowance for treatments they pay for such as dental, physiotherapy, optical and more.

Confidential Employee Support: Confidential counselling for staff, bookable on site.

Better Gym Membership Discount: Discounted local or UK-wide gym membership paid in monthly instalments.

Cycle to Work Scheme: Loans to purchase a bicycle, payable in monthly instalments.

Free Staff Fitness: Free weekly fitness sessions or onsite gym access are offered at each of our secondary academies (offer varies by site). Classes are suitable for any level of fitness.

Local Discounts: Discounts at a range of local shops, cafés, and restaurants.

National Discounts: Staff have access to a range of nationally available retail benefits, such as discounts on shopping, holidays, family days out, attraction tickets, and appliances.

Other Benefits

Extra payments:

Marking & Revision: We offer payments for staff who go the extra mile, for things such as running Saturday school. We offer direct payments for exam marking in addition to payments teachers receive from the relevant exam board.

Mainscale teachers: Teachers paid on the mainscale receive an additional monthly payment known as the 'Mossbourne allowance'.

Application Process

At Mossbourne, we know diversity fosters creativity and innovation. We are committed to equality of opportunity, to being fair and inclusive, and to being a place where all belong. We do not discriminate in recruitment or during employment based on any protected characteristic or aspect of individual identity. We have committed to becoming an Anti-Racist organisation and we welcome individuals with the ethos and energy to help us achieve this goal.

Application Deadline Completed applications must be received by 9am on **Friday 18th September**.

Please submit your application through our website:
<https://job.mossbourne.com/>

Completing Your Application Complete all standard information on the application form and submit a supporting statement outlining your suitability for the role.

Selection Procedure Shortlisted candidates will be invited to complete proficiency assessments and interview with a panel.

Discussion & Visits Confidential and informal discussions with our team are welcomed. We offer site visits so that you can observe what makes Mossbourne the wonderful learning environment that we are so proud of. Please arrange a suitable time through our HR team at recruitment@mossbourne.org.

References References will be sought immediately after shortlisting. Please ensure that referees are warned of the need to respond within the timescale set. In all cases, two professional references are required. The post will be offered subject to satisfactory completion of pre-employment checks.

Get in Touch Candidates are welcome to get in touch with us with any questions they may have during the process.

We wish you the best of luck with your application and look forward to hearing from you.

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