

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

Reports to:	Assistant Headteacher and Headteacher
Arrangement	Full time – 37 Hours Evenings and Weekends as required All year round (including school holidays) 25 days holiday + 9 bank holidays (holiday out of term time only) Expectation to attend Summer Camp and Weekends
Salary	Scale Group 10 Spine Points 37- 40 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>• As 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><u>Organisation (incl. Governance and Compliance)</u></p> <ul style="list-style-type: none"> <li>• Online access to all Publications and Pamphlets (MOD controlled documents explaining policy in all areas of training).</li> <li>• The submission of records for audit where required.</li> <li>• Ensuring all relevant policies are adhered to across Cadet Force activities and equipment management.</li> </ul> <p><u>Equipment and administration</u>   <u>Personnel and Administration</u></p> <ul style="list-style-type: none"> <li>• Responsibility for the issue, care, maintenance and accountability of all Ministry of Defence and RAF Cadet Unit equipment</li> <li>• Action all correspondence, emails and telephone calls and act as the main point of contact in the absence of the Contingent Commander</li> <li>• In liaison with the Contingent Commander, process claims for volunteer allowance for Cadet Force Adult Volunteers</li> <li>• Process applications for Cadet Force Adult Volunteers and Cadets to attend military and Cadet Adventurous Training Courses</li> <li>• Act as liaison with sponsor unit and the Cadet Training Team</li> </ul>

- Actively promote and support the RAF Cadet Unit in school and the wider community
- Maintaining up-to-date records for all Contingent Personnel
- Administer new CFAV and Cadet joiners to a Contingent
- Maintenance of Cadet Management Information Systems (MIS).
- Entering weekly Parade Registers onto MIS.
- Updating test results and qualifications MIS.
- Entering changes to Cadet and CFAVs details.
- Seeking out and booking relevant courses for both Cadet and CFAVs
- Oversight and administration of events on Cadet MIS (WESTMINSTER / BADER) to ensure compliance with Policy
- Linking appropriate courses to CFAVs to 'upskill' and 'up-qualify' existing CFAVs.
- Linking relevant courses and competitions to appropriate Cadet and working with the Contingent Commander to ensure that appropriate arrangements are put in place for them to attend.
- CFAV development. Track the training and development of both new and trained CFAVs to ensure sufficient numbers of trained and competent CFAVs to deliver the CCF Syllabi.
- CFAV Governance. Be the point of control for all mandated CFAV Governance training and checks (RBT, DBS, Security Clearance, Safeguarding etc).
- Making and managing bookings for external activities, including transport, training support, Defence Training Estate, stores, ammunition, and weapons.
- Ensuring these bookings are maintained, up to date, correct and actioned in a timely manner.

#### Logistics, Medical and Finance

- Physical maintenance and operation of Equipment and Materiel Stores.
- The preparation and submission of bills to the Contingent Commander for the recovery of monies for equipment losses.
- Liaison with single Service support staff for single Service clothing and equipment issue.
- Checking of stores and maintenance of accurate registers to ensure that kit and equipment is not lost.
- Carrying out mandated checks on weapons.
- Reporting of faults, issues and damage to MOD issued equipment and weapons, and arranging for appropriate remedial action.
- Ensuring all relevant inspection regimes are adhered to and correctly administered and liaison with external bodies is conducted in a timely manner where required.
- Carrying out weekly and monthly equipment and maintenance (i.e., ensuring weapon cleaning is carried out) checks, as required.
- The control and maintenance of the Contingent clothing accounts, and records of issues and receipts for all Service Sections.
- The centralisation of all demands for new clothing items due to kit losses.
- The submission of bills to the Contingent Commander for kit losses.
- The security of all accounts.
- The control and maintenance of the Contingent Loan Stores account.
- The raising of issue and receipt vouchers for all Loan Stores.
- The maintenance and operation of the Loan Stores account.

- Managing the collection and return of Loan Stores from the MOD or other Cadet Forces units where demanded.

Security:

- Maintain weapon and ammunition accounting, physical security issues and serviceability
- Be responsible for conduct of Equipment Care and Mandatory Equipment Inspections as required
- Maintain records and supervise the issue and return of weapons and ammunition
- Act as Unit Security Officer
- Brief Headteacher and Cadet Force Adult Volunteers on current threats and Ministry of Defence policy regarding security
- Conduct the annual Establishment Security Self-Assessment with the Contingent Commander
- Security of all weapons and ammunition. Not all CCFs have weapons but for the majority of CCFs with RM and Army Sections this is a vital part of the SSI role in terms of the security and maintenance of weapons.
- Be the point of contact within a Contingent for all matters relating to Security.

Training: Activities and Training

- Support Cadet Force Adult Volunteers for their Officer's Initial courses at Service Headquarters
- Prepare Cadet Force Adult Volunteers for courses
- Prepare cadets for training courses where appropriate
- Provide opportunities for cadets to take part in RAF Cadet Unit and shooting competitions.
- Assist with the production and implementation of training programmes for the RAF Cadet Unit
- Attend and take a leading role in RAF Adventurous Training Camps
- Process military paperwork and liaise with service Headquarters, attend miscellaneous RAF Cadet Unit training events as and when required
- With the Contingent Commander, prepare the Contingent for its Annual Review and Biennial Inspection events and other public parades such as Remembrance Day
- Reconnaissance. Attending reces of proposed activities from an administrative standpoint and liaison with catering/accommodation points of contact.
- Confirming and arranging Cadet activities and Single Services Training Support Teams attendance.
- The operation of administrative support for the Contingent during external activities.
- Managing the Contingent Forecast of Events and carrying out action where required to ensure activities take place.
- The recording of activities on MIS with appropriate supporting documentation and timely submission to Single Service HQs where their advice, approval or assurance is required.

	<p><u>Annual/Biennial/Administration Inspections:</u></p> <ul style="list-style-type: none"> <li>• Assist the Contingent Commander in development and delivery of Annual Review and Biennial Inspection Parades</li> <li>• Assist Cadet Force Adult Volunteers in preparing for annual administrative inspections by Service Headquarters</li> <li>• Maintain records and logs as appropriate for all types of inspections</li> </ul> <p><u>Communications</u></p> <ul style="list-style-type: none"> <li>• Conferences. Attendance at all Chain of Command SSI conferences and briefings, and single Service conferences as required.</li> <li>• Ensuring all relevant parties are always aware of relevant information.</li> <li>• Ensuring both Cadets and CFAVs are aware of training programs, lessons and upcoming events and activities.</li> <li>• Disseminating information to relevant people by appropriate means where required.</li> </ul>
<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: .....