



**North East
Learning Trust**

School Staff Instructor (CCF)
Bedlington Academy
Applicant information pack

School Staff Instructor

Required as soon as possible

Two days per week (0.4FTE)

Unqualified Teacher Scale 2 (£20,532 FTE), actual £8,212 half of which is paid by the school and half by the MoD

Bedlington Academy is a part of the North East Learning Trust and are seeking to appoint a School Staff Instructor to join our dedicated team.

We are looking for a talented, enthusiastic, and hardworking School Staff Instructor to join our successful Cadet Forces team within Bedlington Academy. Under the guidance and direction of the Contingent Commander, the role involves planning and delivering the Cadet training programme, playing a lead role in mentoring cadets and general administration of the cadet unit.

Bedlington Academy is a caring, friendly, and inclusive school that is driven by a clear focus on learning and a desire to develop high aspirations in our students. Bedlington Academy is a loyal and close-knit community school where individuality is valued and where tolerance, acceptance and inclusiveness run deep.

Our vision is simple and shared by all schools in the North East Learning Trust- that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated, and friendly staff where everyone is valued
- A supportive and effective governing body

We can offer:

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

Deadline: Friday 31 December 2021

Shortlisting will take place WC 3 January 2022 with interviews taking place week commencing 10 January 2022.

How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to jade.hutton@bedlingtonacademy.co.uk or by post to Jade Hutton, Bedlington Academy, Palace Road, Bedlington, NE22 7DS.

Job description

Post title: School Staff Instructor (SSI) – Cadet Force

Responsible to: Deputy Headteacher

Job Purpose:

To undertake the role of SSI for CCF to be School Staff Instructor, and to assist with some of the Health and Safety and transport management duties.

Duties and Responsibilities:

To undertake the role of School Staff Instructor for Bedlington Academy CCF. To assist with some of the extra-curricular provision and transport management duties.

Key Tasks CCF

- To act as administrator for cadets and contingent Cadet Force Adult Volunteers (CFAVs) and to supply and organise all CCF services, including the issue, control, maintenance and purchasing of clothing and equipment.
- Carry out all day to day liaison with the Cadet Training Team (CTT) and other agencies as necessary.
- To ensure the maintenance and presentation of all CCF and School Adventurous Training equipment.
- Take responsibility (in liaison with the CCF Contingent Commander) for all issues related to weapons, including all weapon inspections, repairs in line with MOD requirements and an agreed maintenance plan, including the security of firearms.
- Collate all required returns to the MOD including equipment, qualifications, controls, and records of all weapon loans to other schools.
- Take responsibility for all equipment held at the school; provide the MOD with information as required.
- Manage the use of transport for CCF activities including the recording (and receiving) of all costs and vehicle hire charges.
- Maintain an awareness and knowledge of MOD amendments, advice and document control.
- Undertake the training and instruction of all staff and cadets in military matters including mandatory safety tests, act as advisor to all and immediate support to the Contingent Commander.
- Run, organise and administer all camps and training programmes (as detailed & supported by the Contingent Commander).

- Assist the Contingent Commander and other CFAVs with the effective use of the Westminster Cadet Management Database.
- Manage, administer, and organise shooting competitions.
- Maintain the Cadet training records.
- Daily control and management of the Cadet equipment.
- To develop, organise, manage, and administer CCF activity.
- To work with the Contingent Commander to seek external funding to sustain CCF.
- To visit classrooms and work alongside Director of Learning to support the academic and pastoral progress of cadets.

General duties:

- To work at all times within the policies, procedures and ethics of the school.
- To undertake responsibility to safeguard pupils.
- Observe and implement all relevant legislative requirements including the Health and Safety at Work Act, taking responsibility to maintain and update own knowledge as appropriate for the role.
- To undertake other reasonable related tasks as requested by the Head of School.
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.
- The post-holder may undertake any other duties that are commensurate with the post.
- The post-holder has common duties and responsibilities in the areas of:- Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to

maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Previous military or Cadet experience. • Hold or have held rank of SNCO/WO/Officer. • Be computer literate – word, email, excel. 	<ul style="list-style-type: none"> •
Aptitude and skills	<ul style="list-style-type: none"> • Be computer literate – word, email, excel. • Have good administration skills – ability to control accounts, book transport and courses. • Have an awareness of Health and Safety in a Military / Cadet environment. • Knowledge of the Cadet forces ethos and a desire to support, encourage and develop cadets. • Ability to work on own initiative or under pressure. • Ability to prioritise. • Good communication skills both written and oral. • Experience of Armed Forces. 	<ul style="list-style-type: none"> • CQMS qualification or store ACCT experience desired. • Be familiar with and ability to use the Westminster MOD Database. •
Personal qualities	<ul style="list-style-type: none"> • Willingness to take on further responsibilities in the overall management of the CCF. • Willingness to monitor and support the behaviour of cadets. • Be prepared to work flexible hours including weekends and week-long camps away from home. 	<ul style="list-style-type: none"> • Ability to liaise with external agencies in order to prepare and submit funding bids. • Experience of pastoral/academic support mentoring

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.