



EPSOM

COLLEGE

PART TME – TERM TIME ONLY SCHOOL STAFF INSTRUCTOR (SSI)

The College offers an outstanding all-round education built, in part, upon an appreciation that activity beyond the classroom enhances our pupils and their relations with staff, and that passion and commitment can transform pupils and prepare them for the richest possible lives as adults.

The Epsom College Combined Cadet Force (CCF) is one of the largest in the country and is part of the national youth movement, administered by the Ministry of Defence. All pupils join the CCF in their junior years. Initially new skills are presented, and cadets enjoy overnight camps, expeditions, orienteering, climbing, flying, sea experience and adventure training. Emphasis is then placed on leadership training to prepare the senior pupils to accept responsibility for the teaching of younger cadets.

Reporting to: Contingent Commander, and then the Headmaster

Main Responsibilities

The SSI is responsible for the routine administration of the Combined Cadet Force (CCF) at Epsom College under the direction of the Contingent Commander. The post holder is expected to live up to the values and standards of the UK military as well as the school, recognising that the efficiency and image of the CCF at the College depends heavily on their attitude and manner as well as with the efficiency with which they perform their duties.

Specifically, this will include the following duties:

1. Personnel and Discipline

- i. Taking full responsibility for updating the WESTMINSTER system, including cadet and staff records, weekly registers and all personnel qualifications in accordance with AAR;
- ii. Responsible for ensuring that all personnel within the CCF are appropriately registered, qualified, trained and monitored, and that they are kept abreast of the latest directives from the MoD and outside agencies;
- iii. Implementation of the appropriate health and safety policies and procedures;
- iv. Maintain standards of discipline and dress within the CCF.

2. Security

- i. Ensure the security of Arms and Ammunition in store and in transit
- ii. Control and record the issue, receipt, maintenance, and serviceability of arms, ammunition and explosives held in the College Armoury in line with MoD policies;

3. Operations and Training

- i. Plan, administer and deliver weekly parades and effective training experiences in conjunction with the Contingent Commander and section heads, ensuring that all necessary equipment is available for Parade afternoons, field days, exercises, courses and camps. Attend the weekly Contingent Commander's briefing, and liaise with the Cadet Training Team, RAF TEST NCO and RN Instructors as necessary.

This will include instructing and supervising Officers/CFAV's and Cadets as required to increase their knowledge of military matters;

- ii. Manage the administration for the CCF in conjunction with the Contingent Commander, including, but not limited to:
 - a. All routine correspondence in an organised and efficient manner;
 - b. Under the direction of the Contingent Commander, comply with CCF expenditure against budget;
 - c. Submitting bids for training facilities, stores, equipment, transport, food and accommodation;
 - d. To update standing orders, regulations and training manuals etc.;
 - e. Prepare Risk Assessment's, Range Action Safety Plan's and Exercise Action Safety Plan's needed for contingent training and take an active role in improving safety arrangements for all CCF activities in conjunction with the ARMY, RAF and NAVY Sections;
 - f. Create and submit all necessary MoD documentation to facilitate CCF shooting activities.
- iii. To organise, coordinate and attend military and adventure training courses and camps as directed by the Contingent Commander, including carrying out any necessary reconnaissance visits and driving attendees to camps and off site activities;
- iv. Liaise with military units in order to create and develop good relationships allowing greater training opportunities and use of facilities and equipment. Attend Brigade SSI conferences as deemed necessary by the Contingent Commander;

4. Facilities Management, Logistics and Quartering

- i. Maintain and manage the operation of College's CCF Shooting Range and Armoury in line with CCF/MoD and College policies and procedures;
- ii. Purchase, maintain, inspect and care for all equipment (including the Confidence course and Field Gun) in accordance with all relevant requirements and act as quartermaster and supply organiser to the CCF and shooting team taking responsibility for the issue, care and maintenance of all CCF clothing and equipment, and under the direction of the CC arranging any necessary recharges to parents for lost kit.
- iii. Liaise with the CTT LONDIST and the appropriate authorities and the school's logistic support chain in respect of ordering, updating, writing-off and other stores matters.
- iv. Liaise with RFCA/MoD with regard to repairs and maintenance required for CCF property.

5. Civil and Military Relations

- i. Take a key role in planning for the Contingent's Annual and Biennial Inspection in conjunction with the Contingent Commander, including the administration of the Annual CCF Dinner;
- ii. Liaise with Regional Command, London District and other military establishments as and when required;
- iii. To undertake visits and journeys deemed appropriate by the Contingent Commander/Head on contingent/school business.

6. Designated Additional Role Responsibility

As part of the School Mini Bus service undertake mini bus driving/ pupil supervision duties in ensuring pupils are safely picked up in the morning from designated pickup points.

Potential additional responsibilities – Shooting Assistant

It would be open to the successful applicant to apply for the vacant post of Part Time (Term Time) Shooting Assistant. Reporting to the Head of Shooting the duties and responsibilities of this position will be separate from those of the SSI post. The minimum expected hours are an average of 14 hours per week, term time. The salary being circa £9,000 per annum. Training to qualify as a Range Conductor would available. Full particulars of this post are detailed on the College website (career opportunities).

Skills, Experience and Qualifications

Essential

- A SNCO (Senior Non-commissioned Officer) with a military background;
- Appropriate range and adventurous training qualifications;
- Clean and valid driving licence with the ability to drive D1 vehicles;
- Evidence of a detailed understanding of health and safety procedures associated with operating a CCF contingent and range;
- Knowledge of arms and ammunition storage and dangerous goods.
- High computer competency and keyboard accuracy.
- A proven ability to cope with the rigours of a busy CCF event calendar;
- Able to work as a Drill Instructor
- Demonstrate strong organisational skills and ability to stay calm under pressure;
- Have excellent communication and interpersonal skills;
- Show empathy with cadets and young people
- Proven ability to work flexibly as part of a specialist team, but also to work on own initiative;
- Demonstrate an ability to problem solve and leadership skills;
- Display a professional attitude and represent the values of the school.

Desirable

- Experience of working in an academic environment;
- Experience of working with young people aged 11-18
- First Aid qualification;

In order to arrive at a decision the selection panel may enhance any or all of the desirable criteria.

Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Terms and Conditions

Hours: This is a part time role, working on average 32 hours per week **term time only**:-
Monday, Tuesday, Thursday and Friday 6.45am to 12.15pm
Wednesday 8.15am – 6.15pm.

Salary: circa **£14,000** per annum based on the above hours of part time hours of working.
The SSI may claim up to 51 training days from the MoD at circa £70.00 per day equating up to **£3,570** per annum
Plus potential appointment to the post of Shooting Assistant circa **£9,000** per annum (this role is separate to the post and duties of the SSI)

- Holidays:** The holiday entitlement is 20 days paid holiday per annum increasing by 1 day per annum to a maximum of 25 days per annum. Holiday must be taken outside the College term dates and is therefore accrued and taken each school holiday. The holiday entitlement has been calculated and paid within the annual salary.
- Pension:** If eligible, there is automatic enrolment into the Epsom College Automatic Enrolment Scheme. The Scheme is administered by the Pensions Trust. If eligible you will be required to contribute a minimum of 5% of Basic Salary and the College will contribute 4% in compliance with current auto enrolment regulations.
- Life Assurance:** Free life assurance cover is provided to members of the College pension scheme
- Other Benefits:** Free lunch and refreshments are provided whilst employees are at work when the Dining Room is open.
Free membership to Fitness Suite and pool during staff opening times.
Cycle to work scheme is available following a qualifying period.

Application

Applicants are required to complete the Application for Employment Form available from our website www.epsomcollege.org.uk. To comply with safeguarding procedures when working in a school, CVs will not be accepted. Applicants should refer to the Recruitment, Selection and Disclosure policy on the College website.

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible.

Applicants are encouraged to contact the Contingent Commander Ben.MacDowel@epsomcollege.org.uk for an informal chat and further details

Closing date 12 noon on 7th June 2019