

COMBINED CADET FORCE (CCF) – SCHOOL STAFF INSTRUCTOR (SSI)

JOB DESCRIPTION



BARNARD CASTLE SCHOOL

Welcome from the Headmaster

Dear Candidate,

Barnard Castle School is seeking to appoint an inspirational individual to join as its School Staff Instructor from September 2024. This wide-ranging and influential post should appeal those who wish to throw themselves into all aspects of life at a busy day and boarding school. The role not only encapsulates a heavy involvement with the Combined Cadet Force, but also provides access to wider opportunities across Barney life to match the skills and interests of the successful candidate.

Our School's CCF is one of the most impressive in the country; expertly run and enthusiastically attended by over 180 cadets. The successful applicant will replace the existing SSI who has been in post for the last 4 years.

Barney is an exciting and hugely rewarding place to be, and I look forward to receiving your application.

A handwritten signature in black ink, appearing to read 'Tony Jackson', written in a cursive style.

Tony Jackson
Headmaster

The history of Barnard Castle School

Barnard Castle School has its roots in the medieval past and its eyes set firmly on the future. The school traces its origins back to the nearby Hospital of St John, which was an educational and religious community established by John de Balliol in 1229. He was also the founder of Balliol College in Oxford and his passion for learning remains central to our philosophy today. In 1883 with a gift from Benjamin Flounders, a Victorian philanthropist, and the proceeds of St John's Hospital, the present main School building was constructed. Tony Jackson, the school's tenth Headmaster, was appointed in September 2017 as "Barney" embarks on an exciting new era.

The School

'When you are steeped in little things, you shall safely attempt great things'

This motto perfectly sums up what Barnard Castle School - or 'Barney' as it is affectionately known - aims to do in preparing its pupils for life beyond its doors. Through creating an inspirational, compassionate and unpretentious environment, Barney aims to develop young adults with character. Our staff believe that our pupils should be confident, resilient, intellectually curious, tolerant and driven, with an undercurrent of humility, and are prepared to live, embrace and lead in an ever-changing world.

'Parvis imbutus tentabis grandia tutus'

The school has a genuine warmth amongst its 675 pupils and 180 staff, which fosters a strong sense of community and endeavour. It is highly unusual to find a school where pupils from Year 9 and Year 11 sit on a table at lunch together sharing a conversation, discussing their latest sports fixture or drama rehearsal. However, this attitude is ingrained in a Barnardian from very early on. The co-educational and cross-year group atmosphere starts in the journey from the Preparatory School (ages 4-11) right through to the state-of-the-art bespoke Sixth Form Centre in the Senior School (ages 11-18). A Barney pupil is quick to make someone else feel at ease, whether that is through simple encouragement or a warm smile.

Whilst we are extremely proud of what our pupils achieve academically, we also recognise the importance of preparing the next generations for an evolving and increasingly competitive global marketplace. To do this we focus on developing the individual character of every child, and during their journey with us, we aim to cultivate vital life skills through building relationships amongst the pupil body and teachers alike. Each pupil has a dedicated Tutor who meets with them a couple of times a week to discuss anything from pastoral issues to academic progress.

We want our pupils to develop a prepared mind for life beyond school. This requires confidence, resilience and compassion, all built up over a period of time, and in a variety of ways, both within and beyond the classroom. It also requires that most important quality: humility. At our core is an unpretentious and humble outlook, and it is this combination of confidence and humility that allows our pupils to light up a room.

We want teachers who believe in our purpose as educators and are proactive in immersing themselves in school life during term time. We would like them to role model the qualities we hope to instil in our pupils throughout their journey from the Prep School through to the end of the Sixth Form. Teachers are expected to take part in the extensive extra-curricular "Mind, Body and Soul" programme that runs between 4pm and 5pm and can choose to offer an activity that they are passionate about. We believe in fostering lasting relationships, and contact time with pupils outside the classroom is what makes the *Barney* difference.

The School is situated in its own extensive grounds on the outskirts of an historic market town, recently noted as being the safest in England, in an area of outstanding natural beauty. It is well-resourced and enjoys an enviable reputation for its pupils' achievements on a broad variety of fronts. It is also in proximity to and enjoys close relationships with departments in the universities of Durham, York and Newcastle.

Continuous improvement and investment have produced a number of new buildings, including the MacFarlane Building which houses Physics and ICT, the Atha Fitness Centre, an extension to our Prep School including a new science lab and the new purpose built Sixth Form Centre.

Further details about Barnard Castle School may be found in the Independent Schools' Yearbook and on the School's website www.barnardcastleschool.org.uk.

CCF at Barney

With roots stretching back to the establishment of an Officer Training Corps at the School in 1909, the CCF has grown into one of the biggest contingents in the North East and one of the most popular activities to join at school. Although essentially military in background, Barnard Castle School CCF is not run with inflexibility and rigid discipline. However, we do expect our cadets to be smart in appearance, courteous and thoughtful and to have respect for the structure of their unit. The contingent has both an Army and RAF section and cadets can join on a voluntary basis from year 9. Currently there are 85 cadets and 10 CFAVs on strength. The Contingent falls under 4th Light Brigade Combat Team and HQ North East and we are affiliated to 5RRF.

The varied training programme closely follows the ACS syllabus which allows the cadets to learn military based skills as well as develop powers of leadership and lifelong skills such as resilience, resourcefulness, endurance and a sense of responsibility. The CCF undoubtedly has a positive influence on the development of its members. If the opportunities it offers are taken, the benefit in personal qualities and skills may be immeasurable. It is no surprise that a number of our Senior Monitors and Head of Houses are also senior members of the CCF.

Opportunity is the key word and there are many diverse activities available to pupils, each one presenting a fresh challenge and all designed to realise and develop their potential. Cadets have the opportunity to attend field days and weekends, an adventure training camp during the Easter holidays and annual camp during the first week of the summer holidays. We carry out local ceremonial duties, which include Remembrance Day and Aviation Day and we take part in both Brigade and NE RFCA competitions, which include triathlons, triclimes and indoor shooting. Many of the skills and activities carried out in the CCF may be used towards Duke of Edinburgh's Awards up to Gold level.

All new recruits complete basic training during the first year. They are taught drill and provided with a basic understanding of military knowledge and field procedures, which includes care of their uniform and equipment, camouflage and concealment, basha building, patrolling and section attacks. They complete their Bronze NNAS (national navigation award scheme) and basic first aid cadre. Cadets also receive training on how to use the Cadet General Purpose (GP) rifle and take a weapon handling test.

In subsequent years, cadets develop their knowledge and skills by taking part in more specialised cadres such as military tactics, advanced first aid, orders, navigation and leadership and development. The senior cadets follow a Cadet Forces Instructional Technique (CFIT) cadre, delivered by the CTT sergeant which enables them to work alongside the officers to deliver lessons and coach the younger cadets.

The Pearson BTEC Level 2 Diploma Award in Personal Development and Teamwork within the Community is a very popular qualification that the NCOs in the L6th are invited to register for. It is run in addition to the busy CCF training programme in the Michaelmas Term and is a student lead voluntary qualification which gains them a 60 credit certified diploma.

The RAF section continues training in a similar way to the army section, but also provides cadets with the opportunity to learn the mechanisms of flight, aircraft recognition and drone training. There are 3-6 Air Experience Flying days per year, where cadets have the opportunity to fly GROB tutor aircraft at RAF Leeming. Several cadets have recently gained their bronze and blue wings for completing a part task trainer weekend. A number of cadets have also been successful in ACLCs, RAF Association flying scholarships and this year a small selection of cadets will take part in the RAF air cadets summer camp in Cyprus.

Shooting club is a very popular activity among the cadets and we are very fortunate to have our own 25m indoor range at school. Cadets get to fire the Anschutz rifles on a weekly basis, and during the summer term, the pop up rifle range in one of the classrooms allows the cadets to also fire the scorpion air rifles. All cadets compete in the annual house shooting competition each year.

Our last Biennial Inspection was held on 19th October 2023. The inspecting officer was Colonel Matt Palmer, Deputy Commander, 4th Light Brigade Combat Team and HQ North East. His report has meant that we continue to fully meet the Annual Assurance inspection requirements.

JOB DESCRIPTION

POSITION: CCF School Staff Instructor (SSI)

DEPARTMENT: Support - CCF

RESPONSIBLE TO: Second Master

REPORTING TO: Headmaster
CCF Contingent Commander
Second Master
Bursar

Purpose:

The SSI will support the CCF Contingent Commander in leading, developing and expanding an outstanding quality CCF and outdoor activity programme to pupils.

Duties and Responsibilities:

Operational

- To assist the Contingent Commander and Heads of Sections in running the annual cadet training programme for each section of the CCF through a safe practice, in a safe place, by a safe, competent qualified person with safe equipment.
- Act as a filter to ensure relevant information comes to the Contingent Commander.
- Attend meetings on-site and off-site that are necessary to the effective and legal running of the CCF unit.
- Attend the annual SSI conference and regional SSI meetings.
- Maintain and update a CCF noticeboard with test results, programmes, scores, letters, courses etc.
- To act as an ambassador for the CCF in school marketing through Open Day displays, CCF tours & reporting of CCF activities to the marketing department for social media posts.
- To support the delivery of outdoor education and Duke of Edinburgh activities and expeditions.
- To demonstrate a commitment to improving and developing the organisations processes and facilities.
- To develop and maintain personal qualifications in the relevant fields appropriate to the role.
- Manage transport requirements including mini-bus and driver provision for CCF activities.

Administration

- To assist the Contingent Commander in updating and maintaining the CCF records on Westminster and BADER.
- Accurately update and maintain all CCF personnel records on Westminster and BADER.
- To assist the Contingent Commander in maintaining the CCF Public Funds Account in accordance with CCFR and submit annually for audit.
- To assist the Contingent Commander in managing the MOD and School budgets.
- Maintain CCF accounting records and petty cash.
- Issuing termly charges to the Fees Officer for cadet resources.
- Provide records for audit.
- Maintain all relevant insurances under CCFA for CCF staff.
- Monitor and manage all communication from the MoD chain of command and co-ordinate any required response in consultation with the Contingent Commander.
- Ensure that the CCF Contingent is compliant with the governance requirements of the MOD and the School.
- To keep up to date with relevant MOD & CCF policies to ensure the contingent functions in accordance with correct procedures.
- To control and maintain records of MOD pamphlet issues. Insertion of all of the latest amendments to all MOD pamphlets.
- Liaise with parent organisations; Brigade, cadet training teams and local partner schools.
- Keep abreast of forthcoming events and ensure administrative plans are in place and executed.
- Operate administrative support for the contingent in the field.

Equipment and Stores

- To manage the CCF stores, conduct maintenance as necessary and keep a record of issues and returns.
- Maintain and keep stores in good order.
- Perform weekly arms and ammunition checks.
- Maintain records of monthly serial number checks, Safe Custody Register and weekly ammunition quantity checks.
- Carry out Unit Mandatory Equipment Inspection (UMEI).
- Order all specialist equipment, ammunition and pyrotechnics.
- Order parts for weapons as necessary.

Training, Camps & Expeditions

- Design and co-ordinate the training programme for all army cadets.
- Co-ordinating the programme of development for Senior Cadets (NCO's).
- Co-ordinate and record the training programme for CCF staff.
- Assist with weekly training of cadets and parade night.
- Conduct lessons as required by the Contingent Commander during CCF afternoons.
- To assist in the training and preparations for the Contingent's Biennial inspections.
- Assess all training areas with the Contingent Commander prior to each camp.
- Assist in the planning of and take part in, trips for CCF Cadets.
- Book accommodation, transport, rations and training locations for camps and range events.
- Assist with relevant Consents and other Offsite Activity paperwork. This will include, but is not limited to, Cadet Activity Safety Plans (CASP), Range Safety Document (RSD), Exercise activity safety plan (EASP) and Risk Assessments.
- As the Senior Planning Officer/Exercise Director, produce a detailed General Instruction, outlining training concept:
 - Safe Place
 - Safe persons
 - Safe equipment
 - Safe Practice

Security

- To organise and execute the storage and movement of weapons and ammunition in accordance with MOD regulations.
- Safeguard keys for the armoury.
- To be the Unit Safety Officer and ensure that the following aspects of unit security are conducted in line with JSP 440 (Defence Manual of Security):
 - Contingent Security Standing Orders
 - Annual Establishment Security Self-Assessment (ESSA)

Inspections

- To make necessary preparations for inspections of ammunition, weapons and other special stores. To be present during inspections and to assist the Contingent Commander in taking the necessary actions post-inspection.
- Arrange for Mandatory Equipment Inspections (MEI) 6 monthly/annually.
- Ensure that the Contingent is subject to a Land Equipment Assurance (LEA), annually

Community

- Leading the preparation for and attendance of Barnard Castle town Remembrance Parade.
- Actively promote and support the CCF in the School and wider community

Home to School Transport - Safety Co-ordinator

- To be a presence at the start and end of each School day as buses and vehicles arrive on the School drive.
- Co-ordinate the safe movements of vehicles and pedestrians.
- Build relationships with bus drivers to provide support with any concerns about pupils travelling on buses.
- Frequently engage with pupils travelling on school buses to ensure behaviours can be monitored and that pupils can share any concerns about their journey
- To ensure pupils are appropriately dressed when arriving and departing School.

Tutor

- To provide academic and pastoral support as a Tutor to an allocated house year group.

Co-curricular

- To deliver activities and coaching as part of the whole school co-curricular program.

The person appointed will be approved by the Joint Cadet Executive (JCE). The person must be an ex-regular personnel having held the rank of Warrant Officer Class 1 or 2 (or exceptionally Staff Sergeant).

When engaged on CCF training duties the SSI will be required to wear uniform and badges of rank as approved by the JCE. He/she will be required to undertake training with the CCF Contingent and to attend Camps for periods of continuous training during School vacations

All employees of Barnard Castle School (BCS) are expected to: -

- Actively follow and promote BCS policies, in particular equal opportunities, fire, health and safety and safeguarding.
- Be responsible for considering the Health and Safety of themselves and others as an integral part of their job.
- Maintain an awareness and observation of fire regulations.
- Undertake online safeguarding training and understand safeguarding obligations.
- Carry out any other duties as are within the scope, spirit and purpose of the post as requested by the line manager/SMT.

All support staff are expected to demonstrate their ongoing commitment to delivering the highest standards through their department's delivery of service.

This job description reflects the present requirements of the post. As duties and responsibilities, change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

Management Support

The SSI will be appraised by both the CCF Contingent Commander and the Second Master.

Professional development is encouraged and will be discussed as part of the appraisal process.

Person Specification: Combined Cadet Force (CCF) School Staff Instructor

Qualifications and training			
	Essential	Highly Desirable	Desirable
A good standard of general education	✓		
Former Regular or Reserve Service Personnel	✓		
Security Awareness Training			✓*
Skills at Arms and/or Range Management Qualification,	✓		
Range Safety Officer		✓*	
Target Rifle Skills Course Qualification			✓
Target Rifle Coaching Course Qualification			✓
Good Knowledge of Infantry tactics, map reading, skill at arms, first aid, drill, self-reliance / adventure training matters:	✓		
<ul style="list-style-type: none"> • Infantry Level Tactical Knowledge to PSBC standard (including exercise planning – ECO) 		✓	
<ul style="list-style-type: none"> • Map Reading Instructor Qualification 			✓
<ul style="list-style-type: none"> • First Aid Instructor Qualification 			✓
<ul style="list-style-type: none"> • Drill Instructor Qualification 			✓
<ul style="list-style-type: none"> • Mountain Leader Training (MLT) Qualification 		✓*	
<ul style="list-style-type: none"> • Duke of Edinburgh Assessor 			✓
<ul style="list-style-type: none"> • Other Adventure Training Qualification 			✓
<ul style="list-style-type: none"> • Health & Safety Qualification e.g. IOSH, NEBOSH 			✓
All Arms Storeman Qualification			✓*
Microsoft Office (competent in Word, Excel and PowerPoint)	✓		
Basic Funding Accounting			✓
HAZMAT & FMT 600 Driving Qualifications			✓*
UK Driving Licence (including Minibus)	✓		
MIDAS Minibus Trainer		✓*	
MIDAS Minibus Driver			✓
Experience			
Instructional experience	✓		
Management / leadership experience		✓	
Experience working at training establishments, i.e. officer cadets, junior soldiers / recruit		✓	
Adventure Training Expedition Planning		✓*	
Air Rifle Maintenance			✓*
Mandatory Equipment Care Inspections (MEI) and Land Equipment Assurance (LEA)	✓		

Personal			
Can satisfy all criteria and checks relating to suitability to work in a school environment	✓		
Patient	✓		
Committed	✓		
Good self-discipline	✓		
Good timekeeper	✓		
Ability to establish good working relationships with the armed services and motivate young people	✓		
Ability to evaluate and improve performance	✓		
Ability to delegate and coach CCF staff as well as cadets	✓		
Able to work under pressure, independently and work long hours and flexibly if necessary	✓		

Notes: All "✓" marked with a "*" above indicate that it is possible to obtain qualifications in these areas once appointed

Hours of work

The role is full time during term time. Barnard Castle School runs Monday-Saturday in term-time. In addition there is likely to be some activities and events during the School year which may take place in the evening or at weekends.

Holidays: Holidays are deemed to be taken during School holidays. It is however, an expectation of the role to attend staff INSET/training days and CCF camps and activities during School holidays.

Salary

£25,000 to £27,000 dependent on experience.

Opportunity to claim up to 51 Training days, at current rate of £73.33 per day (Job holder claims directly from MOD)

Applications

If you feel that you can meet the above requirements then please submit a letter of application along with the Barnard Castle School application form to the Bursar. Only applications containing the requested information will be considered.

Applications should be sent to:

Mrs Suzanne Metcalf
 Headmaster
 Barnard Castle School
 Barnard Castle
 County Durham
 DL12 8UN

Phone: 01833 696081
 Fax: 01833 638985
 E-mail: hr@barneyschool.org.uk

Deadline: 9.00 am Monday 8th July 2024

Interviews: Wednesday 10th July 2024 in School

Applicants should read carefully the application procedure – guidance for applicants, Policy on the Recruitment of Ex-offenders and the Disclosure policy and the Safer Recruitment policy.

Barnard Castle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service.

Barnard Castle School is an equal opportunities employer.

