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| **Job Title** | School Staff Instructor (SSI) for the Combined Cadet Force |
| **Reports to** | The Contingent Commander |

**Job Purpose**

The School Staff Instructor (SSI) is responsible for training and supporting CCF staff and cadet NCOs to deliver high quality training that enriches the cadet experience. The SSI enables the Contingent Commander and other CFAVs to concentrate on forward planning, delivery, assessment, and supervision of cadet activities The SSI will help maintain the armoury, indoor rifle range, stores, and databases such as the Westminster and Bader systems in accordance with MoD and school policies and systems.

There will be also be the opportunity for the SSI to get involved with other areas of the School community (matching his/her qualifications and experience), alongside their CCF responsibilities. Therefore, a willingness to make a full contribution to life in this busy school is essential.

The Eton College Combined Cadet Force (ECCF) was founded in 1859 as the Eton College Rifle Corps and is oldest continuous school corps of its kind. The ECCF remains a key element of Eton school life, with up to 170 voluntary cadets at any one time. Boys may choose to be members of the Army or the RAF sections but most of the training is the same for both sections. The ECCF parades each Monday afternoon, with regular weekend exercises, annual summer camps in the UK and overseas, and a Tattoo each year in front of parents and invited guests. A boy’s time in the ECCF is designed to help him develop leadership skills and participate in a wide range of military and adventurous pursuits. Although the ECCF is not designed to recruit for the Armed Forces, a significant number of old boys take up commissions each year.

**Key Tasks and Responsibilities**

Delivery of training:

* Working with the Contingent Commander, Adjutant and CFAVs to provide the cadets with an enjoyable and enriching experience;
* Instructing and training cadets and CFAVs in accordance with the cadet syllabus and in line with the Eton’s values and the ECCF ethos;
* Maintaining good order and discipline amongst the cadets at all times;
* Assisting in the planning and execution of all ECCF and related activities, including annual camps, weekend training events and the Tattoo;
* Training cadet officers to complete relevant risk assessments for activities, and maintaining oversight of those risk assessments to ensure compliance and best practice e.g. Range Action Safety Plans (RASPs) and Exercise Action Safety Plans (EASPs);
* Arranging the logistics of training, such as the loan and movement of all weapons and ammunition in accordance with LONDSIT Standing Orders, booking transport and training areas, and managing travel claims and warrant books;
* Loading cadets and CFAVs onto military and AT courses;
* Ensuring both Cadets and CFAVs are aware of training programs programmes, lessons and upcoming events and activities.

Child Protection and Health and Safety:

* Promoting and safeguarding the welfare of children and young people for whom you are responsible and with whom you come into contact;
* Ensuring that cadets’ health and safety is prioritised above all else, both when they are on school premises and when they are engaged in school activities elsewhere;
* Overseeing the Health and Safety compliance of all ECCF activities, including: ensuing all activities have been appropriately risk assessed and that the paperwork is on file and logged with the School’s Health and Safety Committee; ensuring staff are tested and competent in Pam 21 and 5C; and ensuring all qualifications held by members and volunteers of the ECCF are appropriate and in-date;
* Ensuring that all necessary paperwork for any off-site trip is completed in good time and sent to the Educational Visits Coordinator;
* Complying with Eton’s safeguarding requirements at all times, including: liaising in advance with the HR team about any individuals who will come into contact with the boys (e.g. during camps and exercises, or as volunteers), and ensuring that no individuals come into contact with cadets until their relevant safeguarding and/or recruitment checks have been completed by the HR team;
* Ensuring that any third party providers are fully qualified and meet Eton and MOD Health and Safety and safeguarding requirements;
* Ensuring that all Cadet Force Adult Volunteers (CFAVs) are current and competent across all areas of military instruction in which they are involved;
* Ensuring that the ECCF remains compliant with WESTMINSTER (Army) and BADER (RAF) management systems.

Administration and Stores:

* Updating the ECCF Standing Orders as indicated by the Commanding Officer, including: health and safety policy, Range Standing Orders (RSO), Unit Security Standing Orders (USSO) and all other documentation related to the security and health and safety of all ECCF members and participants;
* Providing assistance to the Unit Security Officer;
* Ensuring the ECCF comply with all LONDSIT Standing Orders;
* Issuing MOD Identification cards to CFAVs;
* Maintaining the currency of all Army / RAF manuals and documentation;
* Maintaining cadet records;
* The submission of records for audit where required;
* Overseeing the security of all weapons and ammunition;
* Undertaking routine daily management of the armoury and ammunition store in accordance with LONDSIT Standing Orders;
* Making and managing bookings in good time for external activities, including transport, training support, Defence Training Estate, stores, ammunition, and weapons;
* In conjunction with the Stores Manager, maintaining and accounting for all ECCF equipment and ensuring that is ready to be used for training when required;
* The preparation and submission of bills to the Contingent Commander for the recovery of monies for equipment losses;
* 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 checks, as required.

Wider School Involvement:

* There is an expectation that the SSI will be involved with other areas of the School’s cocurricular programme in line with his/her qualifications and experience. This might include running a sports team or assisting with other outdoor pursuits. The ability to help support shooting would be an advantage.

Safeguarding Duties

* Commitment to and promotion of equality, diversity and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2023 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality.

**Skills and Competencies Required**

Ideally, the successful applicant will be from a military background in a senior NCO position in regular, reserve or cadet forces. They will be a proactive team player and have the desire to support the development of pupils at Eton.

* To have successfully completed the Skill at Arms course
* CQMS stores management experience
* A range qualification
* M Qual (to be able to run blank firing exercises)
* A full UK driving license
* Confidence performing ceremonial roles
* Good levels of IT literacy, including competence using Microsoft Word and Excel
* Strong interpersonal skills and the ability to build relationships and collaborate with a wide range of people
* Flexibility combined with the ability to both use initiative and take direction
* Excellent communication skills, both written and verbal, with the ability to flex their style and engage appropriately with a wide range of people
* A professional attitude and commitment to upholding the values and standards of the School, ECCF and the Armed Forces
* An appreciation of the importance of regulatory compliance (including safeguarding, health and safety and financial)
* An understanding of Eton’s holistic vision of education and the competing demands on a students’ time.

In addition to the above, the following are also highly desirable:

* Drill instructor qualification
* First Aid instructor qualification
* A strong, current network within the Army and wider military
* An adventurous training qualification
* Previous experience with cadets (CCF or ACF) and/or training and developing officers
* Previous experience in a School or other educational environment.

**Working Pattern**

This role works 45 weeks per year, typically six days a week in term time. Outside of term time, the SSI is expected to attend School camps, trips and expeditions arranged by the ECCF and by prior agreement, trips and excursions organised as part of the Outdoor Education Programme.

**Disclosure Checks**

**Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form.  Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.**