

**Job Description – Combined Cadet Force (CCF) School Staff  
Instructor (SSI) – Two Days per week**

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**The Charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**The School**

Bedford Modern School (BMS) is an Independent Co-educational Day School, governed by the Harpur Trust. There are more than 1200 students in the School ranging in age from 7 to 18. BMS enjoys a reputation both locally and regionally for excellence in Sport and Performance Arts and our school community is friendly, happy and supportive.

The School is located on the outskirts of Bedford, a town recognised as one of the best places to live in the East of England by the Sunday Times recently. It is also well served by major road links and London St Pancras is only a 40-minute journey away by train. With commanding views of the Bedfordshire countryside, the facilities are excellent: a separate Junior School, dedicated Sixth Form and new purpose-built Science Centre, with faculties clustered throughout the School. Extensive and impressive sports facilities include a fully equipped gym and indoor sports hall, a boathouse on the banks of the nearby River Great Ouse and a swimming pool on site.

We offer a premium education appropriate to both boys and girls where the intellectual needs of each student are a priority. The wide and varied curriculum is responsive to the needs of both students and parents. Individuals are assessed at entry and those with particular strengths or learning needs are identified and monitored. Students are encouraged to maximize their academic potential whilst optimising their participation in our diverse and inclusive co-curricular programme. Pastoral care is integral to the success of BMS and all staff are expected to contribute to this supportive culture.

Please visit our website: [www.bedmod.co.uk](http://www.bedmod.co.uk) for further information on the School.

**CCF at Bedford Modern School**

Bedford Modern School regards the CCF as a key vehicle in the development of students and through a structured programme of both military and adventurous training, students develop powers of leadership to promote the qualities of responsibility, self-reliance, resourcefulness, endurance and perseverance.

Membership of the Combined Cadet Force is voluntary and activities are run after school on Tuesday Evenings 1615hrs to 1800hrs. Students join one of three sections: Royal Navy, Army or Royal Air Force, and are trained in such military skills as weapon handling, drill and navigation, and enjoy such adventurous training as canoeing, hill

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<p><b>Summary of the role:</b></p>	<p>walking, sailing and climbing. All students are strongly encouraged to attend camps and courses run by the regular forces.</p> <p><b>Job Title:</b> CCF SSI</p> <p><b>Location:</b> Bedford Modern School, Manton Lane, Bedford, MK41 7NT.</p> <p><b>Job Purpose:</b> The CCF SSI role is to organise and deliver military and adventurous training to all three sections of the CCF, including all aspects of equipment care and logistical/resource support to the CCF in conjunction with the Contingent Commander. The SSI is employed by the School and is directly responsible to the Contingent Commander (CC) for matters military.</p> <p><b>Reporting Line:</b> Contingent Commander and Senior Deputy Head.</p> <p><b>Work In Association With:</b> <b>Internal:</b> Educational Visits Coordinator (EVC), Heads of CCF Sections, Trip Administration. <b>External:</b> OC &amp; CQMS CTST (C) and other external military organisations as required.</p> <p><b>Weeks Worked:</b> 38.5 weeks per annum (term time plus 3.5 weeks (plus on call for armoury)).</p> <p><b>Hours per week:</b> 14.8hours per week. In addition there is a requirement for the SSI to become a nominated key holder for the CCF armoury. Thus be on call and respond to the School Site should the alarm activate.</p> <p>Performing duties and attending activity based events during the evening and on the weekend is required although with notice and prior planning.</p> <p><b>Salary:</b> £28,520 per annum, pro rata. £9,521.31 gross actual.</p>
<p><b>Main duties and responsibilities</b></p>	<p><b>Principal Duties and Responsibilities:</b></p> <p>Instruction and Training –</p> <ul style="list-style-type: none"> <li>• Plan and deliver military and adventurous instruction and training to CCF Staff and Cadets, including mandatory safety tests.</li> <li>• Assist with both military and adventurous training camps, military</li> </ul>

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	<p>ranges shooting and Cadet Competitions.</p> <p>Equipment –</p> <ul style="list-style-type: none"> <li>• Conduct the issue, care, maintenance and accountability for all MOD and CCF equipment in conjunction with the Contingent Commander.</li> <li>• The daily control of issue, receipt, maintenance, security and serviceability for arms, ammunition and explosives held in the Armoury secure facilities. Function as the principal controller to the Armoury.</li> <li>• Act as the the day to day administrator of the Cadet Corps.</li> </ul> <p>Coordination &amp; Support –</p> <ul style="list-style-type: none"> <li>• Provide specific expertise and focus in the coordination and support of CCF Activities.</li> </ul> <p><i>The post holder is required to operate within School policies and procedures including Equal Opportunities and Health and Safety policies;</i></p> <p>You may also be required to undertake such other comparable duties as the School/Trust requires from time to time.</p> <p>The job description is current but liable to variation to reflect or anticipate changes in the requirement of the post.</p>
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<b>Person Specification</b>			
<b>The Charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><b>Range qualified</b> – either SA (A or B) 90 (Regular), or SA (SR or LR) (07) Cadets (Cadet Forces)</p> <p><b>Military Skills qualified.</b> Relevant Regular or Cadet Force qualifications for the planning and conduct of military exercises. Either SA (A) 90 (Regular) or SA (M) 07 Cadets (Cadet Forces)</p> <p>Valid UK Driving Licence (D1)</p> <p>16 hour Contact time First Aid Course qualified (or willing to gain the necessary accredited qualification)</p>	<p>Qualifications in outdoor pursuits and adventurous training such as mountain leadership, climbing and kayak instructor–military qualifications acceptable.</p> <p>Skill at Arms Instructor.</p> <p>DCCT Operator (either Regular or Cadet)</p> <p>Current mini-bus/trailer driver (D1 + E)</p> <p>Knowledge and experience of Westminster</p> <p>Current First Aid qualification</p>	<p>Certificate Licence</p>
<b>Experience:</b>	<p>Ex Regular Forces Warrant Officer/SNCO or Cadet Forces CFAV with relevant experience.</p> <p>Relevant experience of working with cadets or young people in an educational or training environment</p> <p>A proven record of general administration, preferably in a training environment.</p>	<p>Adventurous training and Outdoor Education enthusiast</p> <p>D of E Expedition delivery qualifications.</p>	<p>Application form Reference</p>

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<b>Skills</b>	<p>Communicate effectively both orally and in writing.</p> <p>Personnel / People management</p> <p>Ability to work collaboratively.</p> <p>Administrative, organisational and ICT skills/knowledge.</p> <p>The ability to prioritise and organise own workload with good time management skills.</p>		<p>Application form</p> <p>Interview</p> <p>Reference</p>
<b>Knowledge</b>	<p>Awareness of national and local issues affecting young people</p>	<p>An awareness of the education sector</p> <p>Wider knowledge of all 3 service arms – Royal Navy, Army and Royal Air Force</p> <p>Awareness of national issues influencing and affecting outdoor education</p>	<p>Application form</p> <p>Interview</p>
<b>Personal competencies and qualities</b>	<p>Highest personal attributes and willingness to be involved fully with the wider life of the School</p> <p>Excel both independently and as a team member in a lively, collaborative environment.</p> <p>Be proactive and well-motivated in approach to the job.</p> <p>Establish and maintain co-operative relationships with those contacted in the course of work.</p> <p>Ongoing commitment to personal and team development including participation in and understanding of the School's learning culture</p> <p>Able to participate in the full range of outdoor education</p>		<p>Interview</p> <p>Reference</p>



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	activities including residential trips.		
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