

MATRIX ACADEMY TRUST
Job Description – School Staff Instructor

Arrangement	Full time – 37 Hours Evenings and Weekends as required All year round (including school holidays) 21 days holiday + 9 bank holidays (holiday out of term time only) Expectation to attend Summer Camp and Weekends
Salary	£24,000 Opportunity to claim up to 51 paid training days, at the current rate of £69.17 per day via the MOD.
Reports to:	Assistant Headteacher and Executive Headteacher
Role	<ul style="list-style-type: none"> • The School Staff Instructor will play a key role in the leading, developing and expansion of our new RAF Cadet Force into an outstanding cadet unit. • As a central role in overseeing the efficient running of the contingent, the School Staff Instructor will plan, support planning and assist with training/instruction to the RAF Cadet Unit staff and cadets • To provide support as directed in developing resilience for 'hard to reach pupils'
Main Duties	<ul style="list-style-type: none"> • To support the Contingent Commander in running the RAF Cadet Unit • To provide administration for the RAF Cadet Unit • To organise and deliver military training to the RAF Cadet Unit • Support motivation of staff and cadets to develop their own military and adventurous training skills • Organise appropriate training and keeping records on individuals • To use the national cadet database (Westminster and Bader) to coordinate and plan consistent progress across all aspects of the training process • Maintaining environments and equipment in accordance with Joint Services Publication 313 and 814 • Carrying out general administration and maintenance duties, ensuring the efficient day to day running of the RAF Cadet Unit • Take an active role in raising aspirations of young people through mentoring sessions with pupils from both Barr Beacon School and Bloxwich Academy <p><u>Equipment and administration</u></p> <ul style="list-style-type: none"> • Responsibility for the issue, care, maintenance and accountability of all Ministry of Defence and RAF Cadet Unit equipment • Action all correspondence, emails and telephone calls and act as the main point of contact in the absence of the Contingent Commander • In liaison with the Contingent Commander, process claims for volunteer allowance for Cadet Force Adult Volunteers • Process applications for Cadet Force Adult Volunteers and Cadets to attend military and Cadet Adventurous Training Courses • Act as liaison with sponsor unit and the Cadet Training Team • Actively promote and support the RAF Cadet Unit in school and the wider community

	<p><u>Security:</u></p> <ul style="list-style-type: none"> • Maintain weapon and ammunition accounting, physical security issues and serviceability • Be responsible for conduct of Equipment Care and Mandatory Equipment Inspections as required • Maintain records and supervise the issue and return of weapons and ammunition • Act as Unit Security Officer • Brief Headteacher and Cadet Force Adult Volunteers on current threats and Ministry of Defence policy regarding security • Conduct the annual Establishment Security Self-Assessment with the Contingent Commander <p><u>Training:</u></p> <ul style="list-style-type: none"> • Support Cadet Force Adult Volunteers for their Officer's Initial courses at Service Headquarters • Prepare Cadet Force Adult Volunteers for courses • Prepare cadets for training courses where appropriate • Provide opportunities for cadets to take part in RAF Cadet Unit and shooting competitions. • Assist with the production and implementation of training programmes for the RAF Cadet Unit • Attend and take a leading role in RAF Adventurous Training Camps • Process military paperwork and liaise with service Headquarters, attend miscellaneous RAF Cadet Unit training events as and when required • With the Contingent Commander, prepare the Contingent for its Annual Review and Biennial Inspection events and other public parades such as Remembrance Day <p><u>Annual/Biennial/Administration Inspections:</u></p> <ul style="list-style-type: none"> • Assist the Contingent Commander in development and delivery of Annual Review and Biennial Inspection Parades • Assist Cadet Force Adult Volunteers in preparing for annual administrative inspections by Service Headquarters • Maintain records and logs as appropriate for all types of inspections
<p>Additional Duties:</p>	<ul style="list-style-type: none"> • To play a full part in the life of the school community and to support its distinctive mission and ethos. • To encourage pupils to follow this example. • To actively support school policies. <p>Any other duties as directed by the Headteacher</p>