



**Westcliff High School
for Boys**

**JOB DESCRIPTION
SCHOOL STAFF INSTRUCTOR
CCF**

HOURS OF WORK

- Number of hours worked per week: 37
- Term Time only
- Support Staff Salary Scale: Point 32, currently £41,511 FTE
- Salary £36,401.95 (calculated as £41,511 x 45.6 weeks/52 weeks = £36,401.95)
- Hours of work will be 10.00am-6.00pm on Thursdays and 8.15am – 4.15pm on the other days per week during term time.
- Field Days and camps are exclusive of this commitment.

NOTICE PERIOD

One term from the start of the next term.

OUTLINE

- SSI CCF
- Support to Duke of Edinburgh Award Scheme
- Administrative support for the Lower School Pastoral Office
- Cover Supervisor

TIME ALLOCATION

- Field Days including overnights, (Autumn, Spring and Summer Terms)
- Camps, events, competitions (including preparation time)
- Open Evenings

SCHOOL STAFF INSTRUCTOR

The School Staff Instructor shall be appointed by the Headmaster. In addition to attending all training, and the responsibilities of a School Staff Instructor dictated by CCF Regulations, the SSI shall be directly responsible for the following:

Administration

Accounts

- The control and maintenance of the Contingent clothing accounts, and records of issues and receipts for all Service Sections.
- The centralising of all demands for new clothing items as a result of kit losses.
- The submission of bills to the Contingent Commander for kit losses.
- The security of all books of account.
- The control and maintenance of the Contingent loan stores account.
- The raising of issue and receipt vouchers for all loan stores.
- The control and maintenance of the Contingent weapons accounts, and records of issues and receipts for all Service Sections.

Pamphlets, Briefing Notes and other publications

- The identification and promulgation of the latest amendments to all MOD publications.

Conferences

- Attend all Brigade SSI conferences and relevant SSI conferences for each of the services reflected in the contingent as necessary.
- Attend range conferences and other conferences and meetings for the effective and safe functioning of the unit as necessary or as requested

Quartermasters Stores

- The physical maintenance and operation of a Quartermaster's Stores with published opening times for cadets to exchange, return or withdraw clothing or equipment.
- The preparation and submission of bills to the Contingent Commander for the recovery of money from parents for kit losses, and refunds for uniform deposits.
- Check stores and maintain accurate registers to manage short term issues of kit, equipment and training aids.
- Carry out required quantity and serial number check on air rifles or any other weapons which may be held by the contingent
- Carry out other checks as required.

Loan Stores

- The physical maintenance and operation of the loan stores account.
- The physical collection of loan stores from MOD prior to training.
- The physical return of loan stores to MOD after training.

Cadet MIS Systems (Westminster and Bader)

- Entering weekly parade night registers onto Westminster
- Update test results and qualifications
- Entering changes to cadet and CFAV details
- Seeking out and booking relevant courses for both cadets and CFAVs
- Linking appropriate courses to CFAVs to 'upskill' and 'upqualify' existing CFAVs
- Linking relevant courses and competitions to appropriate cadets and working through the Contingent Commander to ensure that appropriate arrangements are put in place for them to attend
- Reclaiming Volunteer Allowances from Brigade for non-Contingent Training Activities
- Monitoring the Cadet Experience Report
- Managing entry of WHSB CCF Training Events on Westminster.

Liaison with Defence training Estates and other Military Establishments

- Booking appropriate elements of Field Days and camps, including transport, training support, military training camps, stores, ammunition, and weapons.
- Act as military liaison to all three services.

Communication

- Ensure that relevant information is escalated to Contingent Commander
- Maintain and update CCF noticeboard with test results, programmes, scores, letters, courses etc.
- Check emails and respond accordingly
- Management of MS Teams pages and promulgation of relevant information to Cadets.

Onboarding of CFAVs

- Manage the onboarding of new CFAVs, including administration and training.

Archives

- The development and maintenance of a CCF paper and digital archive covering the history and development of the CCF.

Training

General Training

- Liaison with Contingent Commander and Section Commanders to ensure training programmes are extant and that CFAVs and Senior Cadets are adhering to them
- Assist with the delivery of training according to the training programme
- Attend all training and have particular oversight of the conduct of SNCOs and their delivery of training.
- Act as a quality control over all CCF training.
- Confirm and arrange Cadet Training and Support Team attendance or equivalents from across the services represented in the contingent.
- Become qualified in relevant cadet qualifications to be able to supervise exercises, ranges or other areas as necessary.

Camps and Field Days

- Attend recces of proposed training.
- Coordinate and facilitate the borrowing of kit, equipment and weapons as required.
- Coordinate and facilitate ammunition and ration requests and collections.
- In addition to the administrative tasks noted above, provide further administrative support to the OIC trip.
- Assist with the delivery of training.
- Develop and implement training programmes as required by the Contingent Commander and Section Commanders
- Administrative and Training support for the Contingent in the field.
- Ensure safe and effective execution of Camps and Field Days
- Keep abreast of forthcoming events and ensure administrative plans are in place and executed.

Bids

- Assist the Contingent Commander with the preparation of the following:
 - MOD ranges and training areas from the relevant agencies.
 - Transport from the MOD Transport Agency.
 - Training stores for camps and exercises.
 - CFAV and cadet courses
 - Cadet training support from the relevant services
 - Ammunition and rations for training.

OTHER DUTIES

Duke of Edinburgh Support

Supervision

- Support Duke of Edinburgh training and expeditions up to 11 days per year.

Training

- Undertake the appropriate qualification training to support the DofE Co-ordinator as necessary.

Lower School Pastoral Support

Routine Support

- Record Detentions
- Collate information on Conduct Card returns

Additional Support

- Provide administrative support at times of high demand in the Lower School which may include the following:
 - Creation of letters sent out to large groups of pupils (i.e., for mentoring/ attendance, bills etc.)
 - Uploading of letters or information to SIMS
 - Producing reports from SIMS
 - Support making attendance telephone calls
 - Other administrative support tasks as required

Other Duties

- As directed by Contingent Commander
- Train to become School First Aider
- Contributions to other parts of school life may, at times, be required by the Headmaster.

LINE MANAGEMENT

- Contingent Commander of the CCF for the routine operation of the CCF Contingent
- DofE Centre Manager for Duke of Edinburgh's Award Responsibilities.
- Director of Lower School for Pastoral Responsibilities.
- TAA/Cover Supervisor Manager for Cover Supervisor Responsibilities.

Westcliff High School for Boys are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is an offence for persons barred from working with children to apply for this position.




Revised April 2025



Westcliff High School for Boys

Headmaster: Mr MA Skelly M.A.

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