Job Description

**Job Title:** **CCF School Staff Instructor and Head of Shooting**

**Reports to: CCF Contingent Commander**

## Job context

Uppingham School is a co-educational, boarding and day school serving 850 pupils aged 13-18. The teaching staff number 120. Teachers are supported by professional services departments responsible for grounds and gardens, commercial enterprises, marketing, business development, human resources, IT, finance, health and safety, health care, operational services, and estates. Uppingham School has the highest ambitions. We aim to be the school of first choice in the UK and believe that our holistic educational philosophy encapsulates what twenty-first century education ought to be.

The CCF has always been a strong part of Uppingham life, and we currently have cadets in all three sections; Navy, Air Force and Army. The CCF contingents form a vibrant, inclusive group of pupils aged between 13 and 18, offering significant developmental opportunities in a unique educational partnership with the school. Uppingham offers the use of military-orientated and adventurous training, cadets also have the opportunity to develop their sense of responsibility and the qualities of self-reliance, resourcefulness, endurance, perseverance and a sense of service to the community. The acquisition of these personal attributes at a formative stage will remain of value throughout the cadets’ lives and will be relevant in whatever career they pursue.

## Job purpose

The Combined Cadet Force (CCF) at Uppingham School is a key part of the school’s co-curriculum provision. The School Staff Instructor (SSI) will work with the Contingent Commander to support the school in the provision of our exceptional CCF. In all aspects of the job relating to CCF activities, the SSI is answerable to the Contingent Commander. The SSI will provide the liaison between the contingent and the CCF ARMY HQ, the Area Instructors for the RN and RAF, and the Combined Cadet Training Team. The following requirements, whilst being comprehensive, are not exhaustive and may be amended by agreement between the Contingent Commander and the SSI and will need to be adjusted following any CCF Regulations amendments.

## Your accountabilities

**Head of Shooting**

* Deliver pupil sport sessions for shooting (Mon, Tues, Wednesday, Thursday and Saturday).
* Register pupil attendance at games and fixtures using SOCS.
* Be responsible for the supervision of academic and support staff using the shooting range.
* Organise competitive fixtures and postal shoots for Uppingham pupils.
* Oversee the Uppingham and District Rifle Club use of the Uppingham School Shooting Range
* Plan and deliver shooting trips and competitions ensuring they are compliant with the regulatory body and approved through the school’s trip processes.
* Be responsible for the purchasing, servicing and maintenance of the school’s firearms and ammunition stock.
* Ensure the organisation and running of ranges is compliant with the respective regulating body and that it is fully compliant with the school’s health and safety regulations including the development of risk assessments relating to all aspects of shooting.
* Ensure that the school shooting safeguarding register is regularly updated and liaise with the Assistant Head Safeguarding regarding any concerns raised.
* Ensure that they remain current and competent and qualified to run ranges.
* Support staff involved with shooting to provide opportunities for CPD to qualify and ensure competence and currency.
* Responsibility for liaison with Leicestershire Police Firearms Team, ensuring Uppingham School Rifle Club remains Home Office Approved, and its Firearms Certificate is up to date.

**CCF Senior Staff Officer**

We apply the Safe System of Training and as such your accountabilities are divided into place, people, equipment and procedures.

1. **Safe Place**
2. **Range Manager-** Act asRange Manager and Health and Safety Adviser for Uppingham School Small-Bore Range

* Manage and control the use of the School Small-Bore Indoor Range and to plan the maintenance programme in preparation for all Home Office approved inspections. Carry out mandatory monthly range inspections and personal inspections before/after shooting, record all items for repair/maintenance and perform minor repairs.
* Submit improvement details to MOD Range Inspectors Department (LTAR).
* Carry out Health & Safety inspections of range.
* Record and book all range days for CCF, School and external club use.
* Record, maintain and present for inspection to the relevant authorities all range logs, safety certificates, inspection reports, range operating licence and ledgers.
* Supervise and inspect work carried out by MOD funded lead cleaning contractors as required by Health & Safety.
* Amend Range Standing Orders in the light of any new/updated procedures/safety issues.
* Repair and maintain CCF and school targetry.

1. **Shooting**

* Assist in Small-Bore Shooting as a winter sports option for the School on Monday, Tuesday, Wednesday, Thursday and Saturday afternoons.
* Assist in Inter-School competitions, both locally and by post, and assist in inter-House shooting competition.
* Assist in Small-Bore Shooting as an enrichment activity.
* Work with the Shooting Officer in the coaching, management and administration of the School Full-Bore Shooting Team as a sports option in the Summer term and at Bisley.

1. **Parade Days** Assist with the planning and preparation of the relevant training programmes;

* Maintain a high standard of turnout, behaviour and discipline.
* Ensure that NCOs carry out designated tasks.
* Teach the Army Cadet Syllabus 21 as required.
* Be available for evening and/or weekend training sessions as required and ensure the quality of instruction by officers and cadet NCOs.

1. **Weekend Exercises/Field Days and Camps** Attend weekend exercises, camps, term-time field days and occasional training days and parades as required.

* Plan and write training exercises as required, and review content of the weekend training exercises prior to submission to Training Safety Advisor.
* Assist staff with the writing of risk assessments and manage the bookings and all aspects of planning for training events including accommodation, transport, feeding and equipment.
* Manage logistics whilst on camps including use of hired transport and equipment care.
* Complete Authority to Train requests and submit for approval and the procurement of additional stores, including collection and delivery, and local purchase where applicable e.g. rations and loan equipment.
* Be involved in the reconnaissance of training areas and attendance at training area conferences.
* Compile nominal rolls for all exercises annotated with medical conditions, special needs, dietary requirements etc. Issue loan equipment to cadets and maintain records.
* Compile a list of charges for any lost equipment owned by the CCF and report any MOD equipment faults.

1. **Safe People**
2. **Be responsible for Cadet Force Adult Volunteer & Non-Uniformed Volunteer / Cadet Instructor and staff training, recruitment and retention**

* Maintain comprehensive personal files for all officers.
* Liaise with CTST and HQ regarding all aspects of CCF personnel and administration.
* Arrange for delivery of commissioning papers for new officers and assist in completion and submission including security vetting.
* Advise on officer training courses and apply for and arrange loading on Westminster database of officers on qualification courses e.g. CCF Initial Courses, AT training, first aid etc.
* Update Cadet Force databases, namely Westminster with changes to officers’ status.

1. **Personnel Administration**

Assist with the application and enrolment of new cadets and maintain unit nominal roll and update as required. Maintain and update CCF notice boards as required and enrol cadets onto external courses, process applications and distribute joining instructions as well as update unit events on the Westminster database.

1. **Training** Monitor training to ensure completeness and compliance with MOD directives and safety.
2. **CCF School Staff Instructor**

* Teach, instruct and advise all staff and cadets on military matters, including range work and drill.
* Teach and test all cadets and staff on skill at arms (Cadet GP, L144 Rifle and Air Riffle). Carry out and record mandatory safety tests annually.
* Run the Central Camp, Easter Camp and Field Weekend administration and training programme as directed by the Commanding Officer. This will include bids for training facilities, stores, equipment, transport, food and accommodation and attendance at camp and training area conferences as necessary.
* Plan and organise training programmes in conjunction with CCF Officers and CTST(N) Training. Advise and assist with all adventure training documentation and seek authority clearance from the various agencies with MOD.
* Respond to all routine correspondence from MOD for all three services and to implement new instructions and procedures while keeping the Commanding Officer informed.
* Liaise with HQ Land, Centre HQ Cadets East, and RN and RAF parent establishments.

1. **CCF Improvement** Be involved with the strategic vision for Uppingham School CCF in its desire for continued improvements to the delivery of the Cadet Experience.
2. **Safe Equipment**

**Quartermaster**

Act as quartermaster and supply organiser to all services of the CCF (RN, Army and RAF): approximately 230 cadets & staff members. Issue, record and control all clothing and equipment issues to all cadets and staff, including control and maintenance of all three separate service clothing and equipment accounts, and billing for lost/damaged equipment as necessary.

* Purchase and maintain items required for training from civilian suppliers when not supplied by MOD.
* Ensure maintenance and cleanliness of all CCF and Adventurous Training equipment held by Uppingham School.
* CCF Pay Officer – responsible for all officers’ pay when authorised by the Contingent Commander.
* Collate all returns to MOD (records of service qualifications, MOD held equipment and assets, Staff/Officers qualifications)
* Carry out all first-line weapon inspection and repairs in accordance with inspection, repair and maintenance plan agreed with MOD. Control and record all weapon loans with other local schools.
* Act as account holder for all ammunition held on charge to Uppingham School.
* Keep abreast of MOD pamphlets and amendments and disseminate changes to CFAVs.

1. **Safe Procedures**
2. **Be conversant with all safety regulations** as laid down in CCF documentation, and by MOD Health and Safety authorities to ensure that the correct standards are maintained in all aspects of training. To include;

* Produce written instructions for all training activities.
* Maintain current first aid qualification, attending refresher courses as required.
* Maintain all other professional qualifications pertaining to the role and liaise with safety inspectors and implement requirements following inspections.
* Be responsible for the maintenance of CCF infrastructure through the various authorities, MOD and School Health and Safety and Maintenance department.

1. **Prepare for, and be in attendance for all periodic inspections** This includes;

* Biennial Inspection, Equipment Care Inspections (ECI),
* Mandatory Equipment Inspection (MEI),
* Portable Appliance Testing (PAT),
* Unit fire inspection,
* Unit security inspection,
* Alarm testing,
* Electrical installation inspection,
* Annual radiation return.

1. **Unit Security Officer**

* Advise on all security matters relating to firearms and to control the issue, use and return of all arms and ammunition (military and civilian) on charge to Uppingham School.
* Advise the Commanding Officer on all CCF security related matters from MOD for all three services.

1. **Maintain School and Cadet Databases relating to the CCF**

Use Westminster, AIMS and SOCS to obtain cadet records, administrate events and record attendance as required. Maintain up to date records of CCF officers and Staff SNCOs, to include length of service, courses undertaken, promotions, qualifications and any other relevant details. Complete weekly parade registers.

## Person specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

The table below includes some of the personal attributes that are considered important for the CCF Senior Staff Instructor.

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| --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** |
| **Qualifications** | Military qualifications;   * Skill at Arms * Range Qualifications * Full driving licence and ability to drive a minibus | * Additional driving entitlements eg full category D1 * Minibus driver * First Aid qualification * AT qualifications * Other relevant Military qualifications: Drill Instructor |
| **Experience** | * Line management of staff * An ex-regular or reservist SNCO/ Warrant Officer or have extensive experience of the cadet forces | Previous experience with cadets, recruits, OTC or young people. |
| **Skills** | * IT literate and familiarity with Microsoft Office – Word, Excel, Outlook, Teams as well as assist with any data-logging requirements. | Has worked with or inputted information into SOCS |
| **Knowledge** | * Knowledge of the cadet forces ethos and a desire to support, encourage and develop cadets. * Have a sound understanding of the G4 process |  |
| **Personal qualities** | * Excellent organisational and administrative skills. * Demonstrate good communication skills and have an approachable and friendly manner. * Excellent team working skills. * Demonstrate the ability to solve problems and be flexible, and adaptable in their approach to work * Display a willingness to learn and develop. * Commitment to support students to achieve and develop * Ability to deal efficiently with multiple tasks, prioritise them, delegate appropriately and communicate clearly. * Be prepared to work long, sometimes odd flexible hours when on weekends and camps away from home * Utilise initiative to achieve Contingent Commander’s Aims within the framework of School and CCF safeguarding and safe system of training. | Resilience in a busy working environment. |

**Working hours**

This is a part-time role of 23 hours per week, Monday to Friday and Saturday afternoons. Normal working hours for this role are 2.00pm – 6.00pm (Monday to Friday) and 1.30pm – 4.30pm Saturday (although adjustments to these hours could be made following discussion with the CCF Contingent Commander). Some flexibility and additional hours of work will be required at busy times.

The School reserves the right to vary these normal hours of work between Monday and Sunday (whether temporarily or permanently).  This may be necessary to meet the particular needs of the School.​

Working hours are within term time plus 3 weeks working within the school holidays (1 week at the start of the summer holidays and 1 week at the end).

**Salary** £16396.27per annum. This is paid in equal instalments over 12 calendar months. Salaries are generally reviewed annually on 1st September.

**Probation period** Six calendar months.

**Pension scheme** Defined contribution scheme: employee contribution matched by School by factor of two, up to 10% maximum

**Benefits**

* 50% contribution to premiums for School’s private health scheme
* Free membership of dual-use Sports Centre (£25 annual joining fee)
* Free staff lunches in term-time
* School fee discount for children of staff (subject to change at any time)
* Retail, gym, supermarket, cinema and restaurant discounts
* Cycle to work scheme
* Employee Assistance Programme which provides a range of support including counselling and legal advice.
* Occupational Health Services to support staff who have health/medical issues
* Free annual ‘flu jabs
* Recognised as a “Disability Confident” employer
* Recognised as a “Mindful” employer
* Uppingham is a forward-thinking employer that values all staff and the contribution they make. We are forever reviewing our benefits in order to recognise and reward staff appropriately.
* 12.5% of the Contingent Grant Award

## Safeguarding and Child Protection

The post-holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school’s Safeguarding (Child Protection) Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the School’s Designated Safeguarding Lead (DSL) or to the Headmaster.

**Applications**

Applicants should complete the school’s application form, which can be obtained from the website ([www.uppingham.co.uk](http://www.uppingham.co.uk)) and returned, when completed, to [hr@uppingham.co.uk](mailto:hr@uppingham.co.uk), 01572 822216.

The HR Department

Uppingham School

High Street West

Uppingham

Rutland

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Please note this job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and Uppingham School in understanding the prime functions of the post.  It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the post*.*

## Organisation chart

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## Note

This role description is not an exhaustive list of what may be expected from any teacher in the course of their work. The role description is non-contractual and may be amended by the School from time to time.