

JOB DESCRIPTION

POST TITLE:	School Staff Instructor (SSI) for Combined Cadet Force (CCF) (Part Time 0.4)
POST RESPONSIBLE TO:	Lead for Community Links and Enrichment
SALARY:	Grade 7 (SCP 9 to 21) Full Time Equivalent to £26,409 - £32,115 Actual Salary – Term only and Part Time 0.4 - £9,250 - £11,248
Start Date:	1st September 2025

JOB PURPOSE

To be the School Staff Instructor (SSI) for WMG Academy Trust based at WMG Academy Solihull.

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY

- To ensure and deliver effective instruction so that individual students and groups of students are supported to actively participate in learning and reach their full potential
- The School Staff Instructor (SSI) will act as the main point of contact (during specific allocated time periods) for the cadets within the Academy
- During the allocated time periods, and in consultation with the Contingent Commander, the SSI will provide logistical and organisational support for the unit by assisting in the preparation of an ongoing training programme and the provision of exercises and camps throughout the year

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1 Administration

- Must have UK Forces experience
- Liaise with external agencies as and when required
- Comply with policies relating to Child Protection, Health and Safety, Confidentiality and Data Protection, reporting all concerns to a nominated person
- Take responsibility for promoting and safeguarding the welfare of the children and young people in the Academy

- Support the delivery of enrichment activities and trips including accompanying and supervising of students as needed
- Ensuring effective communication of all pastoral information and events and sharing details of all events, visitors or trips (all classes, teachers affected) in briefing notes
- Maintaining records on security, training, officers and cadets, transport requisitions, rations, ammunition, weapons, clothing and equipment
- Managing the CCF clothing store, issue and exchanges, ordering new clothing, disposals, cleaning and maintaining
- When installed, management of the Academy's armoury, weapon and ammunition accounting, issue and receipt and serviceability of weapons and related ancillaries
- Ensuring that all health and safety protocols are in place and are observed
- Managing the inspection cycle for CCF officer qualifications checks, cadet training, security reviews, ammunition holdings, weapon holdings, clothing and equipment holdings and issue
- Administration records and the biennial review programme with the Officer Commanding 1.13
- Liaising with the sponsoring unit
- Liaising with Cadet Training Team and RPOC Bde Cadets Branch
- Maintaining a library of pamphlets and publications, ensuring that training manuals are up to date
- Liaising with other local school CCFs with regards the use of weapons and ammunition
- Maintaining and updating records of cadets and officers as appropriate
- Booking exercise areas and the relevant camps in conjunction with the CCF Officer Commanding (OC) 1.19 Any other tasks as required by OC CCF and/or the Associate Principal/Principal

2 Security

- Administration of contingent security standing orders with the Officer Commanding (OC) 2.2
- Weapons and ammunitions issue, usage and returns and maintain accurate logs
- Acting as the Unit Security Officer with the OC
- Security of the CCF office and related stores
- Officers' vetting in conjunction with the OC
- Armoury security, liaising with alarm system engineers, secondary point of contact for alarm activation and liaising with Police and other external authorities as and when required
- Management of the weapon check log and assets register
- Conducting an annual establishment security self-assessment with the OC
- Any other tasks as required by OC CCF and/or the Associate Principal/Principal

3 Training

- Preparation of officers for officer basic and advance training courses
- Preparation for other courses for officers such as range management qualifications 3.3 Preparation of cadets for training courses
- Support Contingent weekly training
- Training and Development of Cadets as per the CCF Syllabus
- Selection and preparation of cadets intending to become NCOs
- Liaising and briefing with NCOs on instruction matters within the CCF unit
- Assisting with the production and implementation of training programmes
- Organising and participating in training activities for Parade Nights, Field Days, Easter Camp, Summer Camp and Visits
- Assisting with training and safety on expeditions and school trips that involve any element of adventurous training and activity
- Any other tasks as required by OC CCF and/or the Associate Principal/Principal.

4 Other Responsibilities

- Promote the Trust's vision of 'business like, business led'
- Champion the Trust's values of being: 'Professional, Respectful and Aspirational' and students also being 'work ready, motivated, goal oriented and ambitious'
- Contribute to the wider life of the Trust and the WMG community
- Carry out any such duties as may be reasonably required by the Trust
- There will be occasions when you will be required to teach Core PE lessons for all Year Groups

5 Records Management

- All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management
- Maintaining up-to-date records for all Contingent Personnel
- Administer new CFAV and Cadet joiners to a Contingent
- Maintenance of Cadet Management Information Systems (MIS)
- Entering weekly Parade Registers onto MIS
- Updating test results and qualifications MIS
- Entering changes to Cadet and CFAVs details
- Seeking out and booking relevant courses for both Cadet and CFAVs
- Oversight and administration of events on Cadet MIS (WESTMINSTER / BADER) to ensure compliance with Policy

Any other duties commensurate with the level of this post and as directed by the Assistant Principals, Associate Principal or Chief Executive.

This appointment is with WMG Academy Trust. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'WMG Academy Contract'. The Post holder must pass UK security clearance (SC) and enhanced DBS check.

Person Specification

PERSON SPECIFICATION – SCHOOL STAFF INSTRUCTOR

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App For m	Interview/ Task
QUALIFICATIONS & TRAINING				
1.	Security Awareness Training	D	✓	
2.	Information Technology Security Awareness Training	D	✓	✓
3.	Skills at Arms Range Management Qualification, Stages 1-3	E	✓	
4.	Target Rifle Coaching Course Qualification	D	✓	
5.	Good practical knowledge of field tactics, map reading, skill at arms, first aid, drill, self-reliance/adventure training matters	E	✓	✓
6.	Experience and knowledge of working with Cadet Forces	E	✓	✓
7.	Skill At Arms Instructor (CF SAAI) Qualification	D	✓	
8.	Exercise Conducting Officer (SA (M) 07) Cadets Qualification	D	✓	
9.	Range Management (SA (SR) 07) Qualification	D	✓	
10.	Knowledge/experience of military exercises	D	✓	✓

11.	Map Reading Instructor Qualification	D	✓	
12.	First Aid Qualification	D	✓	
13.	Drill Instructor Qualification	D	✓	
14.	Mountain Leader Training (MLT) Qualification	D	✓	

15.	Other Adventure Training Qualification	D	✓	
16.	AJL Arms Storeman Qualification	D	✓	
17.	Competent user of IT and associated software	E	✓	✓
18.	Basic Funding Accounting	D	✓	✓
19.	Counselling Training/Certificate	D	✓	✓
20.	MIDAS and 01 Minibus Driver D1+E FMT 600	E	✓	

EXPERIENCE

21.	Management/leadership experience	E	✓	✓
22.	Experience working at training establishments, i.e. officer cadets, junior ranks/recruit	D	✓	✓
23.	Familiarity with current training pamphlet	E		✓

24.	Air Rifle Maintenance	D		✓
25.	Management of Equipment Care Inspections and Logistics Care Inspections (ECIs and LCIs)	D		✓
26.	Experience of working with young people, being able to develop strong and trusting relationships	D	✓	✓
27.	Experience of managing problematic behaviour and able to create strategies to improve there	D	✓	✓
PERSONAL				
28.	Can satisfy all criteria and checks relating to suitability to work in a school environment	E		✓
29.	Patient, considerate and committed to safeguarding	E		✓

30.	Complete Security Clearance (SC) or currently hold an in date certificate	E	✓	
31.	Willing to continue with professional development	E		✓
32.	Good self discipline and role model	E	✓	✓
33.	Punctual and reliable	E		✓
34.	Ability to establish good working relationships	E	✓	✓
35.	Ability to motivate cadets and staff	E	✓	✓

36.	Ability to delegate and coach CCF staff as well as cadets	E	✓	✓
37.	Able to work under pressure and independently	E	✓	✓
38.	Willing to carry out other duties as directed by the Assistant Principal	E		✓

FURTHER PARTICULARS

“We have some of the best companies and supply chains in our local area, and they all desperately need new talent and skills to help them grow. That is why the WMG Academy Coventry for Young Engineers is so important.”

The late Professor Lord Bhattacharyya, Chairman, WMG

The WMG Academy for Young Engineers

The WMG Academy for Young Engineers Multi Academy Trust was formed in March 2015. Following the successful opening of the Coventry Academy in September 2014, the WMG Academy Trust opened its second Academy in September 2016 in North Solihull.

Formed between a partnership of the University of Warwick and with the support of national, regional and local businesses such as Jaguar Land Rover, National Grid, and Rolls-Royce, the Trust is committed to providing a better way of learning for the Engineers of the future.

The Trust is made up of members from industry including MAKE UK, Coventry and Warwickshire Chamber of Commerce and the University of Warwick who have led the development of the WMG Academy Trust and oversee their running from a strategic perspective. They are supported by a board of trustees and governors, all with relevant business and education experience, who shape the experience of our students.

Each WMG Academy focuses on engineering, science, maths and digital communication technologies and can cater for up to 640 students of 14-19 years of age from Coventry, Warwickshire, Solihull and Birmingham. The WMG Academy Trust initiates and supports the development of well-educated and industry trained students who not only have the qualifications but also the functional skills, knowledge and personal qualities to make an impact in the worlds of work, further and higher education.

At WMG Solihull Academy, alongside a core curriculum at Key Stage 4 that includes GCSEs in core subjects such as Maths, Science, English, and Engineering Manufacture, students have the opportunity to choose from a range of options. These include Art, Business Studies, Computer Science, Engineering Design, Electronics, iMedia, and Product Design.

At Key Stage 5, students can follow a flexible pathway bespoke to their needs.

The academy offers A-Level courses in Biology, Chemistry, Computer Science, Electronics, Further Mathematics, Mathematics, Physics, and Product Design.

The academy also offers T-Level qualifications in Engineering or Digital Production, as well as a Cambridge Advanced National Extended Certificate (equivalent to 1 A-Level) in Applied Science and Engineering.

Additionally, students can pursue BTECs in Engineering (Diploma, equivalent to 2 A-Levels), Art and Design, and Business (Extended Certificate, equivalent to 1 A-Level).

Our vision

We will ensure that our students have raised aspirations that will provide the motivational drive to succeed. Strong employer and further and higher education links, as well as a professional ethos and culture, will ensure the students will be in demand from employers.

Our unique status of working very closely with some of the biggest employers in the region means that we have shaped the curriculum from day one to ensure we produce students with a professional ethos and culture that is in high demand in today's working world.

Team working is the norm and students work together to develop the skills that employers value. We are committed to developing team working, problem solving, creativity, leadership, communication, resilience and an ability to respond to change. As staff, it is our role to model those skills and behaviours to our students in everything that we do.

WMG Academy for Young Engineers Coventry

Opened in September 2014 by Ratan Tata, the Coventry Academy has over 450 students on roll. Located close to the Westwood area in Canley and the University of Warwick, the Coventry Academy was designed with a large Engineering Hall filled with over £1M worth of specialist equipment. Three additional dedicated CAD/CAM areas allow industry standard software to be used by students in their Engineering projects.

WMG Academy Coventry has a highly successful sixth form, which is consistently at the top of the post 16 performance tables for the city.

Students at the Coventry Academy come from a wide catchment area which includes Solihull in the north through to Kenilworth, Warwick and Rugby in the south.

The Academy follows an 8.30am – 4.30pm timetable (Tuesday and Wednesday only) with enrichment opportunities offered to students that include football, F1 in schools, GreenPower and Engineering clubs, including the Royal Navy Engineering Challenge and the European Space Agency's CanSat project. Students also have access to resources at Warwick University. On Mondays, Thursdays and Fridays students leave at 3.20pm.

WMG Academy for Young Engineers Solihull

Opened in September 2016, the Solihull Academy boasts over £2M of specialist equipment and ICT and currently has over 400 students on roll. Developed along a similar open plan design to Coventry, the Solihull Academy occupies a slightly bigger footprint. The Academy is thriving on successful recruitment and currently has provision for five year groups including Year 10 to 13 and a Post-18 HNC cohort.

Dedicated ICT facilities include 2 CAD suites and all students being provided with a Chromebook for use in lessons and at home giving unrivalled access to industry standard software via the Google suite. These facilities allow innovative teaching pedagogy through digital technologies. A large Engineering Hall, complemented by 'Make and Do' areas above, allows a flexible group work approach to learning.

The Academy occupies land adjacent to the Chelmsley Wood shopping Centre, North Solihull, and draws from a wide catchment of East Birmingham, Solihull and North Warwickshire. The Solihull Academy follows the template of the 8.30am – 4.30pm longer working day used in the Coventry Academy on two days (Tuesday and Wednesdays) with the students leaving at 3.20pm on the remaining 3 days.

For more information, please contact Bernadette Whitney, Executive Assistant to the CEO, by emailing b.whitney@wmgacademy.org.uk