



STONYHURST  
CANDIDATE  
*Information Pack*

School Staff Instructor  
Combined Cadet Force (CCF)

1,000

ACRES OF BEAUTIFUL  
COUNTRYSIDE

35,000

ARTEFACTS WITHIN  
OUR MUSEUM

2

INDOOR GRAND SLAM  
TENNIS COURTS

5

LIBRARIES ACROSS  
THE STONYHURST  
CAMPUS

*Founded*

1593

NEW

GOLF SIMULATOR ROOM

1

ON-SITE  
SHOOTING  
RANGE

22

SPORTS  
PITCHES

7

CHAPELS

2

THEATRES

9

HOLE GOLF  
COURSE

# Contents

- 1 Welcome to Stonyhurst
- 2 Letter from the Headmaster
- 3 Our Mission, Vision and Values
- 4 Our Commitment to Staff Development
- 5 The department
- 6 Key Tasks and Responsibilities
- 7 Key Tasks and Responsibilities continued
- 8 Armed Forces Covenant
- 9 Person Specification
- 10 Staff Benefits
- 11 Key Information
- 12 Application Process
- 13 Our Commitment to Safeguarding & Pre-employment Checks
- 14 Working in a Jesuit School
- 15 Jesuit Profile
- 16 A Day in Pictures
- 17 Boarding at Stonyhurst



STONYHURST



# Welcome to STONYHURST

**Stonyhurst College is the UK's leading Catholic co-educational boarding and day school for pupils aged 3-18. Boarding is from the age of 7.**

At the College, there are approximately 500 pupils aged 13-18, two thirds of whom are boarders. At Stonyhurst St Mary's Hall, the adjacent dedicated preparatory school, there are around 250 pupils aged 3-13. Stonyhurst is set in stunning countryside, near the Ribble and Hodder rivers and the beautiful Trough of Bowland. Manchester is only about an hour away by road or rail. The market town of Clitheroe is four miles away, and we are 12 miles from the city of Preston. The Lake District can be reached in about an hour, and the Yorkshire Dales are even closer.

Stonyhurst has a fascinating heritage, being the oldest continuously active Jesuit school in the world. It was founded in St Omer, Northern France (then the Spanish Netherlands), in 1593, and moved to its present site in Lancashire's beautiful Ribble Valley in 1794. Throughout the years of religious persecution in England, Stonyhurst educated the boys of the English Catholic aristocracy and gentry.

The College's Ignatian mission and identity, and its sense of family, set Stonyhurst apart from other schools. Pupils are urged to do as much as they can (*Quant Je Puis*) for other people following the example of Jesus Christ and following in the spirit and charism of the Jesuits. The College prepares young people to change the world for others.

Stonyhurst is a family where heritage and innovation are fused to inspire young people to be agents of change in the world.



STONYHURST

# Letter from THE HEADMASTER

The focus of a Jesuit education is on human excellence and this provides us with our mission. As the oldest continuously existing Jesuit school in the world we have the privilege and responsibility to live this mission in the most authentic way possible. This is an exciting time in the history of Stonyhurst, with a new strategic plan committed to the highest quality of Jesuit formation and the continuous development of our historic estate over the coming years.

Working at Stonyhurst College and St Mary's Hall offers an outstanding opportunity to help young people change the world for others. We offer a warm and nurturing environment, balancing the best of our history with ambitious aims for the future. Academic excellence, faith that does justice, perspectives and horizons and sustainability and accessibility form the themes of our work. Each school year brings new challenges and opportunities.

Our pupils are stretched and challenged by inspirational teaching and we take great pride in ensuring our staff and pupils are "men and women for others". Central to the safeguarding and well-being of our pupils is our talented and committed

staff body, both inside and outside the classroom. Our teachers share a passion for education and young people whilst our support staff engage children at all levels, combining to create a diverse learning culture and home for our pupils. We offer an unrivalled range of co-curricular options and colleagues from all areas are encouraged to be involved in the many wonderful trips, expeditions, fixtures, societies, concerts and plays.

Stonyhurst employs around 300 salaried staff, of whom nearly 40% are academic. In 1999 we opened our doors and admitted girls of all ages on the same terms as boys, becoming a fully co-educational school. Reflecting the constitution of our co-educational pupil body, over half of our academic staff are female.

As Headmaster, my commitment to our staff and pupils is that they are given every opportunity to thrive and flourish during their time as part of our school community.

Thank you for your interest in Stonyhurst. I hope that this information pack will encourage you to go ahead with an application that may lead to your career development in this vibrant and supportive community.



John Browne Headmaster





## Mission

Stonyhurst is a **Jesuit Catholic School** with a **tradition of excellence** that seeks to **develop the full human potential** of its pupils to **live lives of faith and justice** as **citizens of the world.**



## Vision

Through our mission, values and identity we thrive. Our pupils and our people, **all that they can be.**

**'Quant Je Puis'**



## Values

### **TRUST**

We are open, honest and transparent.  
We are accountable.  
We are empowered & free to act.

### **TEAM**

We are aligned.  
We help one another. We are one Stonyhurst Community

### **ACTION**

We are decisive.  
We set goals and achieve them.  
Everything we do is in service to the needs of our young people.

# Our Commitment

## TO STAFF DEVELOPMENT

**Our objective is to care for our people, whose role is to enable our children to become all they can be. It is recognised that the success of Stonyhurst depends on our employees, and every role plays an important part in the vision we have for our pupils.**

We are committed to providing each member of staff with a path of personal and professional development, designed to help them to work towards reaching their potential.

We encourage our employees to pursue further training and professional development in order to continuously improve, and aim to provide learning opportunities in order to assist staff where possible.

We believe that attracting and retaining high-calibre staff is fundamental to the effectiveness and efficiency of both the individual and Stonyhurst.



STONYHURST



# THE *Department*

**Stonyhurst College is seeking to appoint a School Staff Instructor (SSI) for its highly successful and nationally recognised Combined Cadet Force (CCF).**

**CCF is not just for those who plan a career in the Forces, it is a youth organisation sponsored by the Ministry of Defence that helps develop a number of leadership and life enhancing skills.**

We enrol pupils automatically into the CCF in their Lower Grammar year (age 13+) and supply each pupil with a uniform, which they are expected to keep in good order for inspection each week.

Training includes drills (marching and manoeuvres); learning how to assemble, clean and shoot weapons; and many useful life skills including teamwork; leadership; tactical planning and discipline.

There's lots of fun and friendship involved too, so much so that after the annual summer camp which takes place at a military camp, many pupils opt to continue their CCF activities, taking on increasingly responsible leadership roles as they progress through the school.

The SSI will be responsible for organising and delivering military training to the CCF Pupils and ensuring the smooth and efficient running of the contingent. Additionally, the SSI will be involved in the Duke of Edinburgh Award Scheme, making the role both varied and diverse.

With a strong Health and Safety remit, the SSI will be organised and comfortable taking responsibility for all CCF related compliance. This includes co-ordinating and managing CCF safety and security, inspections and adhering to armoury safety standards.

This is a busy and varied role that would be ideally suited to applicants who have experience of regular or reserve force service.

*The Stonyhurst CCF is entering its 125<sup>th</sup> year and there will be a number of celebratory events to mark this significant milestone, in all of which the SSI will play a central role.*



# KEY TASKS & Responsibilities

- The SSI must be conversant with all Safety Regulations as laid down in CCF documentation and by Ministry of Defence Health and Safety Authorities
- Responsibility for the security of weapons, ammunition and CCF buildings
- Prepare for, and be in attendance for, all periodic inspections
- Maintain comprehensive personnel files for all CCF staff
- Arrange and assist with security vetting of all CCF personnel
- Complete transfer papers for those officers joining or leaving
- Apply for, and arrange loading on Westminster Database, of Officers on promotion and trade courses e.g. Basic Course Frimley Park, ML Training, Range Qualifying Courses and First Aid etc
- Update the Westminster Database with changes to Officer's status
- Advise on Officer Training courses
- Maintain Officer pay records
- Plan and write weekend exercise and training camps
- Apply for, and manage all, external military shooting ranges and Training areas  
Complete Application to Train requests and submit to HQNW
- Review content of the training exercises prior to submission to Brigade Training Safety Advisor
- Write risk assessments, range letters, RAMs and EAMs as required
- Attend all College Staff Training days and College INSET days as well as College Feast Days and whole school events



STONYHURST



# KEY TASKS & *Responsibilities continued*

- Plan and oversee the Great Academies annual parade, as directed
- Recce of training areas and attend at Training Area Conferences
- Writing and distribution of admin letters and parental consents as directed
- Attend all contingent officer meetings and take and record the minutes
- Attend meetings at CTT, CTC Frimley, Training Areas, Brigade, Division and HR LAND Forces as required
- Maintain discipline within the contingent
- Be available for some evening or weekend training sessions as required
- Oversee Officer teaching practices, particularly on weapons systems
- Maintain good working relationships with all JUO's/NCO's
- Complete annual bidding forecast of Ammunition and Rations
- Maintain an inventory of all clothing and equipment held on loan from the MOD
- Maintain all other records, documents, pamphlets etc. including their preparation and presentation at those periodic inspections required by military authorities
- Ensure all first aid kits are maintained and well stocked
- Maintain good working relationships with: Visiting Service Instructors, Area Admin Assistant, Training Safety Advisor, Division and HQ LAND Forces
- Organise venue, menu and invitations for any external functions as directed
- Amend and update cadet application forms annually and arrange distribution to new intake
- Load cadets onto external courses, process applications and distribute joining instructions
- Manage CCF stand on open days if required
- Assist with the Duke of Edinburgh Award Scheme



# ARMED FORCES *Covenant*

**Stonyhurst has a rich military and cadet tradition that goes back to the 1800s with its dedicated Combined Cadet Force (CCF) programme formally on parade in 1900, with the 125<sup>th</sup> anniversary of the CCF now appearing on the horizon.** Every year group is represented within the Corps, starting in Lower Grammar (Year 9), with the platoons named after Stonyhurst's seven Victoria Cross winners. It meets weekly and pupils are encouraged and immersed in the key service personnel skills of integrity, loyalty, leadership, and discipline. Pupils plan operations and camp in the local area, whilst also staying on a military base and even go on exercises overseen by serving military personnel.

The school has a proud history of welcoming Forces Families and recognises that forces life can disrupt the continuity of education for children and that a stable and consistent educational environment provides more opportunities to succeed. It has one of the most generous fee support packages of any school, with families in receipt of the Continuous Education Allowance (CEA) paying no more than 10% of fees.

Stonyhurst has received a bronze award for its ongoing commitment to families who serve or have served in the Armed Forces of the Crown. It received the award from Gary Oakford, the Ministry of Defence's regional employer engagement director (Lancashire and Cumbria) at a presentation at the school.

The award comes after Stonyhurst officially signed the Armed Forces Covenant (AFC) in June 2023, which is an official agreement that veterans, reservists and their families are treated with fairness and respect in their communities, economy and society for which they serve with their lives.

Stonyhurst has been commended for upholding the principles of the Covenant, continuing to instil the key pledges in daily life which include; being a military friendly organisation, enabling bursaries for children of actively serving personnel, supporting employment of veterans and reservists together with encouraging members of staff to volunteer in military cadet organisations, while supporting Armed Forces Day,

Reserves Day, the Poppy Appeal and Remembrance activities.

Receiving the award on behalf of Stonyhurst, John Browne, Headmaster said: *"We are delighted to have won this bronze commendation. This is testament to our commitment to our Armed Forces families and recognises Stonyhurst as 'an armed forces-friendly employer'. We will continue to work towards the silver level in developing our recruitment and workplace policies as part of the Defence Employer Recognition Scheme (DERS)."*



# PERSON *Specification*

Candidates should be confident, enthusiastic and have a keen interest in developing and supporting young people. They will be comfortable in ensuring discipline and order however will also be approachable and friendly.

Attention to detail and a meticulous approach to managing and maintaining all CCF and armoury compliance standards is essential. Excellent interpersonal skills, flexibility and a love of the outdoors are a must.

Qualifications, Skills and Experience	Essential	Desired
Be in sympathy with the Stonyhurst ethos as set out in the Stonyhurst Mission Statement	✓	
Be able to work well as a member of a team but also capable of independent working on own initiative.	✓	
Be dynamic, capable and passionate about CCF.	✓	
Have excellent interpersonal skills to build a rapport with both the Cadets and the rest of the school .	✓	
Be able to cope well under pressure and maintain a very high degree of confidentiality at all times .	✓	
Be able to prioritise workload and be responsive if tasks may change quickly from time to time.	✓	
Be always discreet, diplomatic, approachable and calm.	✓	
Be conscientious, tolerant, punctual and reliable.	✓	



# STAFF Benefits



Fee remission is available to each eligible child who is offered a place



The College has a wide range of sporting facilities, including a swimming pool and gym which are provided free of charge to staff



The School operates a money purchase pension scheme to which the employer contributes up to a maximum of 6% (matched to employee contributions)



Meals and refreshments whilst on duty are provided free of charge



We operate a Ride-to-Work scheme which enables you to purchase a bike free of payroll deductions such as tax and NI.



Employees are entitled to PERKS, a reward scheme which offers deals and discounts for a variety of brands



'mywellness' provides access to tools to help manage well-being along with services such as GP, counselling and a wellbeing app



Our Health Cash Plan allows employees to claim money back on everyday health and wellbeing treatments



A commitment to personal and professional development with training and support for each staff member



# KEY Information



The salary for this role is **£28,000 - £32,000** per year, dependent on experience.



The standard working week will be 8.30am – 5.00pm. There are instances where evening work is expected in preparation for major events and weekend work is expected where CCF events or exercises are planned.



The closing date for all applications is **15<sup>th</sup> August 2024**. We reserve the right to close this vacancy early if we receive a high volume of suitable applications.



To arrange a confidential discussion about the role, please contact [recruitment@stonyhurst.ac.uk](mailto:recruitment@stonyhurst.ac.uk).



Any queries regarding the recruitment and application process may be directed to [recruitment@stonyhurst.ac.uk](mailto:recruitment@stonyhurst.ac.uk).



# APPLICATION *Process*



## Apply

Candidates should apply through TES or complete the Support Staff Application Form which includes details of key achievements and experience. Completed forms can be returned to [recruitment@stonyhurst.ac.uk](mailto:recruitment@stonyhurst.ac.uk)



## Short-listing

The selection panel will short-list candidates based on the information given in the comprehensive application form. Applicants will be assessed against the criteria for the role and candidate profile.



## Interview

The successful applicants will be invited to attend an interview. The interview process will consist of a lesson observation, tour of the College and a formal panel interview.



## Offer

The successful candidate will be made an offer as soon as is practicable after the interview date. Offers will be conditional, subject satisfactory pre-employment checks.



# Our Commitment

## TO SAFEGUARDING

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

***Any offer made to a successful candidate will be conditional upon relevant pre-employment checks, including:***

- Two **satisfactory references**, one of which must be from your most **recent employer**;
- Proof of **identity, address** and **right to work** in the UK;
- Verification of relevant **qualifications**;
- Candidates who have worked or been resident **overseas** for three months or more within the last five years will be subject to **criminal record checks** from the relevant **jurisdiction(s)**;
- Verification of **medical fitness** for the role;
- Confirmation that the applicant is not named on the **Children's Barred List**, administered by the DBS;
- Satisfactory completion of the **probationary period**;
- A satisfactory **enhanced disclosure** from the DBS. The applicant will be required to **complete the application form** for an Enhanced DBS Check and start dates will be **delayed** if a result is not received;
- Candidates in **managerial roles** will be subject to a **Prohibition from Management check**.



STONYHURST



# WHY YOU SHOULD JOIN A TEACHING TRADITION *that stretches back nearly 500 years*

**If you come to work at one of the eleven Jesuit schools in Britain you will become part of a wonderfully rich educational tradition that is five centuries old and spans the globe. The Society of Jesus, founded by St Ignatius Loyola, opened its first school in 1548 in Messina, Sicily, and today there are over 2,000 Jesuit and associated schools, large and small, in almost every country in the world, working with over one million young people. As a global organisation with a worldwide mission, whichever Jesuit school you work in, in whatever part of the world, you will have shared goals and be supported in your common mission. These goals can be summarised in the following way.**

In Jesuit schools we are committed to developing excellence in our young people, but always understood as human excellence. Whilst we want every young person to achieve their academic potential, there is more to being human than passing exams. We encourage our students to develop deep-

rooted qualities of both heart and mind, and to be compassionate and committed to working for a just world. A Jesuit school is judged not simply by its academic results but also by how its school leavers grow to be competent, caring and committed adults.

Concern for social justice is high on our list of priorities and in school we provide opportunities for our students to reflect on injustice, to develop their conscience and to make informed choices. When and where possible these choices should lead to action in school, in local communities, and in wider society. A particular concern for all Jesuit schools is care for creation and ecological concerns.

We live in a plural society and world, and this diversity and difference is welcomed and understood in our school communities as gifts to be celebrated in order to create a more inclusive society.

Like all good schools we seek to build strong and caring communities, but in Jesuit schools we have a particular

commitment to caring for the individual. We recognise that people are different and we want to accompany our young people as individuals, recognising their particular gifts, talents, strengths and weaknesses, and giving them hope for the future.

Jesuit schools are Catholic, and like Catholic schools throughout the world we share a commitment to helping parents bring up their children, encouraging reflection, prayer, religious commitment, and service to others. In this we are inspired by and faithful to the Gospel of Jesus Christ. We welcome those who are Catholic, from other Christian Churches, and those who belong to other faith or religious traditions or are of no religious tradition. Anyone who wishes to teach or learn at one of our schools must come with an open mind ready to appreciate and learn from the Christian message and that of other traditions.

**John Stoer**



# Jesuit PROFILE

The Jesuit Profile has been developed by the schools of the British Jesuit Province as a successor to the Jesuit School Leaver Profile published in 1995. The new Jesuit Profile was launched in the schools in the autumn term of 2013. The JPP proposes eight pairs of virtues that sum up what a pupil in a Jesuit school is growing to be.

## Pupils in a Jesuit school are growing to be...

**Grateful** for their own gifts, for the gift of other people, and for the blessings of each day; and **generous** with their gifts, becoming men and women for others.

**Attentive** to their experience and to their vocation; and **discerning** about the choices they make and the effects of those choices.

**Compassionate** towards others, near and far, especially the less fortunate; and loving by their just actions and forgiving words.

**Faith-filled** in their beliefs and **hopeful** for the future.

**Eloquent** and **truthful** in what they say of themselves, the relations between people, and the world.

**Learned**, finding God in all things; and **wise** in the ways they use their learning for the common good.

**Curious** about everything; and **active** in their engagement with the world, changing what they can for the better.

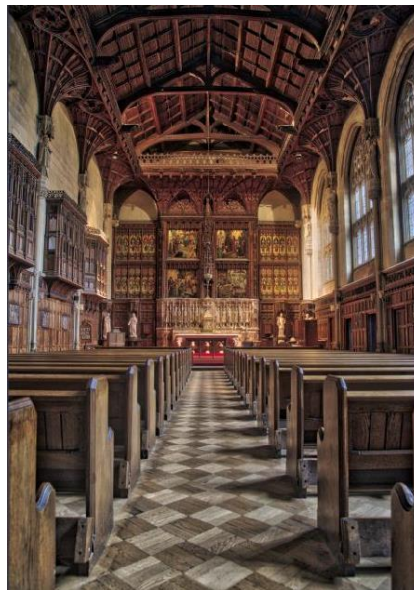
**Intentional** in the way they live and use the resources of the earth, guided by conscience; and **prophetic** in the example they set to others.



# A DAY *in pictures*



STONYHURST



# STONYHURST

## Boarding



All  
that you  
can be.



STONYHURST

Stonyhurst, Clitheroe BB7 9PT  
01254 826345 [stonyhurst.ac.uk](http://stonyhurst.ac.uk)