

RECRUITMENT PACK



CULFORD SCHOOL JOB DESCRIPTION

SSI & Head of Outdoor Education

Details of the Role

The role of CCF SSI and Head of Outdoor Education is integral to the development of all pupils at Culford and requires a dynamic, flexible and innovative approach to adventure education.

Reporting to the **Assistant Head Co-curricular**

1. Oversee and manage the **Culford CCF** (as detailed below) in liaison with the **Contingent Commander**.
2. **Manage** the Duke of Edinburgh Programme (**DofE**)
3. Provision of **outdoor pursuits/activities** to Culford pupils during the afternoon activities and games lessons
4. Provision of instruction to a section of **1st Culford Scout Group**.

Working Hours: Full-time, with availability evenings and weekends. 41 weeks per annum

Application: <https://www.culford.co.uk/about-us/work-for-us/job-application>

CCF

The purpose of this role is to provide a safe and compliant CCF training for the Cadets. This includes the following:

Training support

- Plan/produce termly/annual training programs for Contingent
- Plan, prepare and instruct lessons, for parade afternoons & weekend exercises
- Prepare, organise and administer all exercises/training / camps etc
- Produce all documentation – 6 weeks before event
- Conduct area recce – if required
- Parental liaison/contact
- Transport/rations/ammunition/weapons indent and movement
- Update all activities on Westminster
- All other MOD requirements related to CCF
- Any other reasonably required duties

Administration Responsibilities

CONTROL OF ARMS & AMMUNITION

1. Weapons collected from Military storage

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2. Ammunition when issued, kept in safe custody at Military storage (access restricted)

Management of Arms & Ammunition checks

- Maintain records of:
 - Weekly quantity checks - weapons
 - Monthly serial number checks - weapons
 - Monthly ammunition quantity checks
- Ensure the Contingent has a trained Small Arms Ammunition (SAA) Storekeeper
- Arms & Ammunition are subject to additional annual MOD inspection
- Preparation of weapons and documentation for annual inspections (July 22)

- SECURITY

- Appoint a trained Unit Security Officer (USO)
- Conduct an Establishment Security Self Assessment (ESSA) Annually

STORES MANAGEMENT

- Management of MOD Public funds Account - annual accountability check
- Ordering & control of stores in support of CCF training:
 - Clothing, ORP, Training Stores
- Carryout Annual Stock Check
- Carryout Contingent Conditioning board of Clothing & equipment
- Maintain Records of clothing issues to Cadets

EQUIPMENT CARE (EC)

- Comply with the Brigade Unit Equipment Care Directive
- Ensure equipment, weapons and documentation are correctly presented for annual Unit Mandatory Equipment Inspection (UMEI) annually
- Arrange Mandatory Equipment inspections (MEI) annually
- Maintain Associated Records & Registers

HEALTH & SAFETY

Production and assurance of the following documents prior to any CCF activity requiring these documents

- Range Action & Safety Plan (RASP)
- Exercise Action & Safety Plan (EASP)
- Cadet Action & Safety Plan (CASP)
- Risk Assessments
- Remain current with all qualifications

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Attending MOD Sponsored meetings:

- Administrative meetings - annually
- Brigade Meetings – when required
- Range and area meetings when required. Usually once a term

Brigade Level

- Update all Officer and cadet qualifications, promotions pay on the MOD cadet database (Westminster).
- Produce and forward any administration documents relating to Officer pay, promotions or any other occurrences - including courses etc

School related

- Produce documents required for all CCF external activities.
- Contact with Cadets and NCOs regarding training and administration
- Contact and liaise with parents

Additional duties

- Maintain Public Account – Submit annually for audit
- Transport
- Reconcile Fuel Agency Cards – Sale Vouchers
- Work Tickets
- Any other reasonable requirements

Duke of Edinburgh

The purpose of this function is to Manage the DofE programme, through the use of existing staff and AAP's to deliver a safe and compliant programme to Culford DofE participants. You should be available to attend all DofE practice and qualifying expeditions:

DofE Coordination

Run, and act as primary point of contact for, one Cohort (Bronze, Silver or Gold), including

- Communications with parents and participants
- Communication with AAP providers
- Providing parents with termly updates and progress
- Raising charges as required
- Updating and managing participants on eDofE (online management website)
- Running the Cohort Google Classroom and Scheme of Work to prepare and assist participants to complete their DofE journey

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- Planning, preparing and delivering DofE administrative and expedition training to the Cohort you are responsible for
- Attending weekly training sessions and liaising with supporting academic staff as required

Expedition Supervision and Assessment

Working with the Outdoor Education Administrator

- Booking or purchasing any accommodation, campsites, vehicles, stores, food etc
- Collecting and issuing equipment for expeditions
- Acting as Expedition Supervisor/Assessor as required
- Supporting new staff where required
- Planning, issuing and checking all participants' routes and route cards
- Keeping parents and staff updated
- Planning and leading expeditions, acting as Expedition Supervisor to the assigned Cohort
- Advising on safety for all participants and staff
- Managing any emergencies as appropriate
- Providing assistance and support to expeditions, as required on a day-to-day basis

Culford Outdoor Pursuits

- Develop a broad and inclusive outdoor education programme
- Provide outdoor activity instruction to Culford pupils during all the afternoon activity and senior games sessions

Scouts - 1st Culford Scouts

The purpose of this role is to assist the 1st Culford Groups Scout Leader generally, and specifically assist with one of the Culford Scout Sections (Cubs, Scouts) weekly as with a Section Scout Leader or Assistant Section Leader

Communication.

- To provide media information to marketing for pupil success.
- Lead a weekly Outdoor Education team meeting to give updates, attend where necessary
- Attend the weekly CCF meeting
- To provide information to the safeguarding lead either directly or through the Director of Sport as necessary.
- To ensure registers are completed on a daily basis.

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General

- To wear appropriate clothing at all time
- To maintain professional qualifications to the highest standard possible

Skills and Personal Qualities

Essential	Desirable
One or more of Lowland/Hill and Moorland/Mountain Leader Qualification	Two or more of Paddle Sport Leader/MTB Leader /BareBow Archery Instructor/ Climbing Wall Leader/Other wilderness or outdoor qualification;
Have experience in this type of position in previous roles	Wilderness First Aid Certificate (16 hour);
Be responsible, honest and reliable;	
Be outdoors oriented, practical and enjoy working with children	
Stay calm in an emergency	
Have excellent communication and team working skills	
Understand safe working practices and health and safety legislation (training will be given)	
Be happy to work alone and as part of the COED or other team	
To have a smart and professional appearance and demeanour	

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Commitment to the school's Equal Opportunities Policy	
Willingness to undertake appropriate professional development when necessary	
Be forward-thinking and seek continuous improvement	
Be open to change (flexible), offer new ideas and solutions (innovative), be able to work under pressure (resilient) and show strong leadership skills (dynamic)	