

**Combined Cadet Force  
School Staff Instructor (SSI)**  
Candidate Information Booklet

## Welcome

Thank you for your interest in the position of Combined Cadet Force School Staff Instructor at Hereford Cathedral School. I hope that this information booklet will help provide you with some insight into our school, Hereford city, and the outstanding county in which we are privileged to be located.

From our three year-olds in Nursery to our 18 year-olds in the Sixth Form, we seek to meet the specific needs of every pupil – providing stretch and challenge in the classroom and a wide variety of opportunities to develop individual interests, skills and self-esteem.

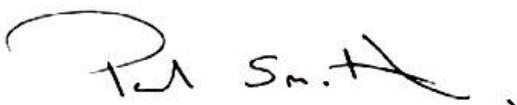
Alongside our small class sizes, excellent results and the outstanding range of opportunities on offer, we feel that our greatest strength lies in our friendly, family, inclusive ethos, encouraged by excellent staff pupil relations and a highly supportive parent body. It is this ethos, widely recognised as a special characteristic of the school, which enables pupils, young and old, to excel both in and out of the classroom.



The school is one of the UK's leading independent co-educational day and boarding schools. We also benefit from the finest of settings, adjacent to a beautiful Cathedral and within a stone's throw of the thriving city centre.

Details of the position, and the qualities that we seek in the successful applicant, are included in the job description.

I hope that the information provided in this pack gives you a sense of what to expect at Hereford Cathedral School and helps you to decide whether this is the right post for you. Please feel free to contact me directly if you have any further questions.



Paul Smith,  
Headmaster

*"Justifiably growing more self-assured, a school with a great deal to offer and an ethos of careful, thoughtful, nurture. Much to impress, with truly outstanding arts and music, a wide curriculum, a great sense of community service and genuine commitment to developing courage, confidence and a sense of adventure in even the quietest child."*

*The Good Schools Guide Review 2013 of Hereford Cathedral School*

## Aims, Ethos & Vision

We provide boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. The Hereford Cathedral School culture produces well-balanced, confident and considerate young adults ready for the wider world.

We seek:

- To meet pupils' academic and personal needs and to promote the acquisition of moral values.
- To provide an environment in which pupils feel valued and learn to work co-operatively in a community.
- To provide a balanced, appropriate and challenging curriculum and a wide range of extra-curricular opportunities.
- To encourage pupils to achieve their academic potential and to foster a climate in which teaching and learning of high quality are given central priority.
- To ensure a high degree, within and outside the formal pastoral structure, of personal care, support and guidance.
- To respond to pupils' aspirations and to be attentive to those of parents, and to their views.

As part of an ancient Cathedral foundation, and as a Choir School, which has the privilege of a Cathedral as its chapel, we are a Christian School in the Anglican tradition, although we welcome and value those of other denominations and faiths. Each pupil is encouraged to consider seriously and openly the Christian tradition within which the School is founded.

We place great value on maintaining close, constructive communication with parents and seek to establish the education of each pupil as a joint endeavour. While the academic development of each pupil is a central objective of both the school and the parent body, we seek, through example and ethos, to prepare our pupils for life beyond school by developing certain qualities and values. These include: self-discipline, diligence, acceptance of responsibility and challenge, regard for proper authority, honesty, courtesy, fairness, trustworthiness, loyalty, and sensitivity to the needs and views of others, courage, and the capacity to look to the future.

Our aim is to fulfil our charitable status through service to the local community by support for Cathedral choristers, charitable fundraising, the loan of buildings and other services to the community. Through competitive fee levels and the award of choristerships, scholarships, and bursaries, the pupil body reflects a wide cross-section of the local population.

## A Brief History

Hereford Cathedral School is amongst the oldest schools in the United Kingdom and is thought to have been founded as a song school attached to Hereford Cathedral in Anglo-Saxon times. The first written reference of the School dates back to Bishop Gilbert's letter of 26<sup>th</sup> December 1384 appointing Richard of Cornwall as Headmaster.

The Junior School (formerly Hereford Cathedral Preparatory School) is also equally rich in history and was founded in 1898, moving to its current location in 1925.



## Life at the School

We are very much a family school, catering for pupils from age 3 to 18. Many of our pupils have siblings at the school, and in some cases their parents were here too. Pupils and parents are very loyal and supportive of 'their' school. We have a reputation for outstanding pastoral care and as a result, pupils are remarkably tolerant and understanding of one another. It is important to us that every child is valued within our community. Good academic results are not enough: we seek to provide young people with the necessary skills and self-confidence to become well rounded, balanced adults who will make a positive contribution to those around them.



As a Cathedral School we expect pupils and staff to be sympathetic to our Christian ethos, although we welcome and value those of other faiths too.

*"The children, from the nursery class eagerly talking about their book choices in the school library, to the reception children, busy with puzzles and problem solving, to Year 4s enthusiastically reciting poetry, are the best possible advertisement for the school. Each child we spent time with was friendly, relaxed, happy and engaged. Bouncing about full of things to talk about. You can pretty much hear their little brains fizzing. A delightful place to start exploring life's possibilities." The Good Schools Guide Review 2013 of Hereford Cathedral Junior School*

## The Curriculum

Our curriculum is well planned, wide ranging and enriching. Its balance and focus on individual development, helps us to stimulate an enquiring mind, establishing key skills and a wealth of experience in our pupils that will be of great benefit to them for the future.

### Whole School A Level Results: (of all grades)

	% A* grade	% A*/A grades	% A*-B grades	% A*-C grades
2018	17	48	70	90
2017	25	49	70	90
2016	16	45	73	87
2015	23	55	80	93
2014	19	48	76	93

### Whole School GCSE Results: (of all grades)

	% A* grade	% A*/A grades	% A*-B grades	% A*-C grades
2018	34	53	72	94
2017	22	55	82	95
2016	28.2	56.7	81	95
2015	35.3	58.3	77.3	87.2
2014	32	59	82	94

## ISI Integrated Inspection 2014

Main Findings	ISI Grading: HCS	ISI Grading: HCJS
<b>The quality of academic and other achievements and learning:</b>		
- The quality of the pupils' achievements and learning	Excellent	Excellent
- The contribution of curricular and extra-curricular provision	Excellent	Excellent
- The contribution of teaching	Excellent	Excellent
<b>The quality of the pupils' personal development:</b>		
- The spiritual, moral, social and cultural development of the pupils	Excellent	Excellent
- The contribution of arrangements for pastoral care	Excellent	Excellent
- The contribution of arrangements for welfare, health and safety	Excellent	Excellent
<b>The effectiveness of governance, leadership and management:</b>		
- The quality of governance	Excellent	Excellent
- The quality of leadership and management, including links with parents, carers.	Excellent	Excellent

*"Staff know the pupils well and create a happy, friendly atmosphere, in which the pupils feel safe, secure and supported. They provide a high standard of help, guidance and monitoring, valued by the pupils and parents."*  
ISI Integrated Inspection 2014 of Hereford Cathedral School

## Quick Facts:

**Hereford Cathedral Junior School** (Head of Junior School: Mr Chris Wright)

28 Castle Street, Hereford HR1 2NW

Tel: 01432 363511, Email: [enquiry@herefordcs.com](mailto:enquiry@herefordcs.com), Website: [www.herefordcs.com](http://www.herefordcs.com)

Type: Day/Co-Education

Age Range: 3 to 11 years

Roll: 201 pupils

Fees: £2,703 to £3,544 per term

Inspection: ISI – Excellent in all areas (2014)

Affiliation: IAPS

**Hereford Cathedral School** (Headmaster: Mr Paul Smith)

Old Deanery, The Cathedral Close, Hereford HR1 2NG

Tel: 01432 363522, Email: [schoolsec@herefordcs.com](mailto:schoolsec@herefordcs.com), Website: [www.herefordcs.com](http://www.herefordcs.com)

Type: Co-Education

Age Range: 11 to 18 years

Roll: 504 pupils

Fees: £4,720 per term

Inspection: ISI – Excellent in all areas (2014)

Affiliation: HMC, CSA

## CCF at Hereford Cathedral School

The School has its own Combined Cadet Force, one of the oldest in the UK (in existence as early as 1894 and known as Queen Victoria's Volunteers), with Royal Navy, Army and Royal Air Force sections. It is a popular and vibrant element of the extra-curricular provision at Hereford Cathedral School.

The emphasis is on helping our pupils to acquire skills such as confidence, self-reliance and team work. The CCF encourages boys and girls to use their initiative and to develop management and leadership skills. Weekly CCF afternoons and annual Field Days are part of the curriculum with students often taking charge with teachers and staff in attendance for overall supervision and guidance only. These activities are supplemented by regular camps and training activities during the holidays in all parts of the UK and elsewhere in Europe. These activities extend and challenge the individual and help to increase their own self-esteem.



The CCF also offers opportunities for pupils to attain qualifications for example in flying, gliding, canoeing, climbing, parachuting, formal leadership training, and participate in orienteering competitions at all levels - uniquely - Hereford Cathedral School has taken both the Boys' and Girls' UK Cadets Orienteering titles. Many pupils take advantage of camps and facilities provided by the various branches of the Armed Forces. Indeed a few will consider careers in these after university. However, the main purpose of the CCF is fostering a good education, slowly nurturing leadership skills and grooming pupils towards good citizenship.

CCF camps are arranged during most holiday periods and expeditions have taken place in a variety of locations abroad. For example Mountain Biking in the Seven Staines in Scotland, Adventure Training at Capel Curig in North Wales, a Walking Expedition, White Water Rafting, Gorge Walking in the Spanish Pyrenees and in Walking Expedition to Corsica

*"Pupils' success is the result of teaching of high quality within a broad and interesting curriculum, which includes many trips and talks from visitors, as well as the provision of a wide range of extra-curricular activities."*

*ISI Integrated Inspection 2014 of Hereford Cathedral Junior School*

## The role: School Staff Instructor (SSI)

Location: **Hereford**

Description: **3 days per week** dedicated to SSI role, Term-time plus minimum of 4 weeks during school holidays (min 40 weeks per year). Remaining **2 days per week** depending on experience. Flexible and part time working may be considered.

Salary: Starting salary £26,231 per annum pro rata. This equates to **£22,351** for the work pattern detailed above.

The SSI can also claim pay from the MOD for up to 51 days per annum, currently approximately £71 per day for full days worked, this is in addition to the School's salary. Other expenses may be payable, subject to MOD regulations.

Hereford Cathedral School are seeking to appoint a School Staff Instructor to support the delivery of the Combined Cadet Force (CCF) programmes. The CCF School Staff Instructor must be capable of efficiently running a large CCF on a day-to-day basis. Excellent interpersonal and administration skills are an essential requirement for this post.

Ideally, the successful applicant will be from a military background and through previous experience and training will play a key role in maintaining the high standards of the Combined Cadet Force. The CCF School Staff Instructor plays an integral part in the military training of cadets. This includes whole day and weekend exercises, as well as annual camps.

The SSI role consists of three days per week term time plus four weeks (40 weeks per year) but full time working may be considered for candidates who are able to demonstrate skills, knowledge and experience in other areas such as coaching sport, DofE, driving, undertaking duties as part of the Staff Duty Rota.

Application forms can be downloaded from our website [www.herefordcs.com](http://www.herefordcs.com) and sent with a covering letter to Mrs. Catherine Knowles, HR Office, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or email to [c.knowles@herefordcs.com](mailto:c.knowles@herefordcs.com)

The closing date for applications is midday Friday 18<sup>th</sup> October. Interviews are likely to be scheduled for the following week.

***The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to DBS clearance, satisfactory employment references and pre-employment checks.***

Registered in Cardiff No 2081261 (Limited by Guarantee)

Registered Charity No 518889

***We reserve the right to withdraw this advertisement at any time.***

## A little more about the role

### **SSI**

The successful candidate will be expected to have skills and expertise to support all areas of the cadets' programme. In addition to the experiences and qualities highlighted in the advertisement, the candidate will ideally also have experience of working with young people. An aptitude for dealing with young people is key to the success of the CCF, and it is important to realise that whilst the school has high expectations of its pupils, our cadets are not adult service personnel. That said, the greatest strength of Hereford Cathedral School is the pupil body, and our cadets are widely recognised as being outstanding ambassadors for the school.

In addition, depending upon the successful candidate's experience, the SSI will be expected to carry out other duties and responsibilities for the school not related to the CCF. It is possible that approximately three days per week will be allocated to the CCF and two days will be allocated to other responsibilities. The successful candidate will be expected to work some weekends and during school holidays. Applicants must have a driving licence, and be prepared to take a minibus driving test.

The SSI is responsible to the Assistant Head, through the Contingent Commander, for all CCF duties.

### **Specific Duties and Responsibilities**

The following list is not exhaustive, but includes administration (maintenance of stores records, authorisation for training, processing travel and expense claims, the administration of the CCF Armoury and Ammunition, the regular updating of risk assessments, use of databases including those relating to records for cadets and staff), the management of the CCF stores (uniforms, military and adventurous training equipment, maintenance of CCF weapons), military and adventurous training (instructing cadets during the weekly parade, weekend exercises and expeditions, advising the Contingent Commander on training requirements, maintaining safety standards, assisting with Duke of Edinburgh expeditions) and other duties to be determined according to the successful applicants experience and expertise.

## Job Description: School Staff Instructor (SSI)

<b>Job Description</b>	
<b>Post Title</b>	School Staff Instructor (CCF) Based at The Old Deanery, Cathedral Close, Hereford HR1 2NG
<b>Salary Point(s)</b>	25 – 28 (£26,231 - £27,843) FTE
<b>Hours/Weeks</b>	Permanent, full-time. Flexible working requests may be considered. This is a management post and the post holder will be expected to work such additional hours as may be necessary for the proper performance of duties

### **Purpose of this Job Description:**

Hereford Cathedral School considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

### **The Organisation**

Hereford Cathedral School is one of the UK’s leading independent co-educational day schools. Providing boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. The Hereford Cathedral School culture produces well-balanced, confident and considerate young adults ready for the wider world. We also benefit from one of the finest settings, adjacent to the beautiful Cathedral. We enjoy an air of tranquillity within a stone’s throw of the thriving city centre.

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

Further information from <http://www.herefordcs.com>

### **Reporting Lines:**

The post holder reports to the Contingent Commander and Headmaster for CCF matters but is routinely managed by the Assistant Head.

The post holder has:

- Line Management responsibility for the CCF Administrative Assistant;
- Responsibility for motivating staff and cadets to develop their own military and adventurous training skills to the highest possible standard through: internal training and attending courses provided by the various services.

### **Accountabilities:**

- The daily, weekly, monthly, yearly forecasting, planning and administration (including the production of policy and doctrine) for the CCF, the cadets, the cadet force adult volunteers.
- Ensuring the HCS CCF moves forward and progresses in the correct manner.
- Lead and manage the CCF staff and volunteers and cadets.

## **Responsibilities**

### **General purpose of role:**

- The SSI is a key CCF staff member whose principle role is to facilitate, organise and deliver military and adventurous training to all members of the CCF at Hereford Cathedral School. The role is central to the smooth and efficient running of the Contingent; assisting the Contingent Officers and Cadet Adult Volunteers and promoting personal development of the cadets.
- The SSI is primarily the person from a military background who through previous experience and training, plays a key role in maintaining the high standards expected of the Head Master, HCS which includes the general behaviour of pupils whether they are in the Combined Cadet Force or not.
- Presence around the School, attending morning/lunchtime duties and large school events, setting the example for school standards of dress and behaviour - including core values. (Integrity, Respect, Loyalty, Discipline, Commitment and both Physical and Moral Courage)
- Willingness to Advance own Military & Adventurous Training Qualifications.
- Attendance on School Open Days to promote CCF.
- Organisation and participation in the School's Remembrance Parade & Biennial Inspection.

### **Management and Administration :**

- Follow MoD's policy with regards to data capture for cadets and adults.
- Financial responsibility for the CCF funds account. The School Bursar will closely oversee this function
- Liaise with all three single services outside of school
- The organisation of overseas and adventurous trips following school and MOD policy
- Producing and planning training weeks (adventurous or military training at home and abroad)
- Enlistment of cadets and cadet force adult volunteers which is a considerable task
- Application for DBS Clearance for Cadet Force Adult Volunteers
- Application and Issuing of MOD Identification Cards to Cadet Force Adult Volunteer
- Action all correspondence
- Preparation and presentation of reports for and at meetings
- Arrange for the annual administrative inspection in accordance with JSP 313
- Publicity and public relations including liaison with military agencies.
- Adhere to School Health and Safety Policy
- Follow MOD Health and Safety Policy
- Ensure the CCF Annual Generic Risks Assessment is in date and fit for purpose
- Ensure that Cadet Force Adult Volunteers follow both school and MOD Health and Safety Policies
- Qualified Unit Safety Advisor
- Maintain Pamphlets and Publications
- Liaison with sponsored units, Three Single Services, Cadet Training Teams, Brigade HQ, RFCA.
- Ensure Third Party Providers are fully qualified and meet School and MOD Health and Safety and Safeguarding requirements
- Ensure the CCF has the appropriate Insurance Cover
- Use the national cadet database as dictated by the MOD
- Circulate Service Courses as early as possible in the training year.
- Book all Adult and Cadet Courses
- Submit paperwork for all Adult and Cadet Courses.
- Be present before and after key school events (Carol Service, Commemoration, Speeches)

### **Security:**

- Ammunition bunker management
- Caller list and call out of armoury alarm
- Maintain Security Records
- Weapons issues and returns

- Ammunition issue and usage records
- Unit Security Officer
- Brief Cadet Force Adult Volunteer on MOD Policy changes
- Maintain Officer Vetting
- Weekly ammunition and weapons checks
- Safe movement of Weapons and Ammunition adhering to UK HAZMAT.
- Ensure diplomatic clearance is obtained for overseas trips
- Maintain and update DBS record
- Maintain and update Cadet Force Adult Volunteer mandatory annual training.

### **Logistics**

- Requisitions of Vehicles both home and abroad
- Book Flights for overseas trips
- Ration ordering
- Ordering Clothing
- Issues and Exchanges
- Order and Control Stores in support of CCF training
- Prepare for Unit Mandatory Equipment Inspections
- Prepare for Brigade Military Intelligence Security Inspections
- Prepare for Brigade led Weapon Inspections
- Make contact with parents and guardians in order to smoothly receive a new intake of Cadets each Sept (70 – 90)

### **Policy and Doctrine**

- Follow, implement and keep in date with school and MOD changes in Policy and Doctrine to include; Training, Weapons, Ammunition, Transport, Clothing
- Produce and implement in date CCF Policy and Doctrine to cover all aspects of the CCF environment
- Outreach (the inclusion of local schools in HCS CCF)
- Ensure Cadet Force Adult Volunteers complete mandatory annual assessments as dictated by the MOD

### **Safeguarding and Protection of Children and Young Persons**

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

### **Health and Safety:**

As an employee you are expected to:

- to take reasonable care of your own health and safety
- to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
- to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
- not to interfere with or misuse anything that's been provided for your health, safety or welfare
- to report any injuries, strains or illnesses you suffer as a result of doing your job
- to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
- if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy

**Particular H&S issues for this post are:**

- Working with Cadets on a military range firing live high velocity rounds
- Sitting for very long periods of time at a desk behind a computer
- During the winter the SSIs school duties can keep them outside in difficult conditions for some considerable time

<b>Person Specification</b>		
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualification</b>	<p>Hold a full driving licence and be prepared to drive school minibuses (minimum age 21)</p>	<p>Relevant Leadership and Management qualification</p> <p>Have an appropriate rifle range qualification and to be current and competent in the cadet weapons or be willing to attend courses, as necessary, to become and maintain competence.</p> <p>Outdoor Adventurous Training qualification (preferably water or mountain leader), suitable for teaching children across all age ranges</p> <p>Relevant First Aid qualification</p> <p>D1 (+E) driving licence</p>
<b>Experience and Knowledge</b>	<p>Served recently as an SNCO/Warrant Officer in the Armed Forces or be an active member of leader of a CCF or ACF (or tri-Service equivalent).</p> <p>Knowledge of relevant Health and Safety requirements of military activities and young people</p>	<p>Experience of working within an education environment</p> <p>Knowledge of Safeguarding and Child Protection of Young People</p> <p>Knowledge of Military Stores, in particular ammunition and arms</p> <p>To contribute to the extra-curricular programme of the School (this might be a school sport - this should come first - DofE, other school trips)</p> <p>Good understanding of the Duke of Edinburgh's Award programme.</p>
<b>Skills/Abilities</b>	<p>Good IT knowledge in Microsoft Office applications to include Word, PowerPoint, Excel</p> <p>Well-developed interpersonal and leadership skills</p> <p>Willingness to participate in school life</p> <p>Able to present and communicate successfully at all levels</p>	<p>Hold a recognised IT qualification such as Computer Literacy and Information Technology (CLAIT) or European Computer Driving Licence (ECDL)</p>
<b>Aptitude</b>	<p>Smart appearance</p> <p>Strong sense of military pride</p> <p>Naturally demonstrates a 'can do' helpful attitude</p> <p>Be willing to undergo further military/civilian training as required.</p>	
<b>Circumstances</b>	<p>Flexible approach to working patterns</p> <p>Residential trips (away from home)</p>	

	Adapts to variable working routines. Office centric at times and outdoor based at others	
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Understands their role in the context of safeguarding children, young people and vulnerable adults
<b>Equal Opportunities</b>	Understanding of the requirements of Equality and Diversity	