



## HATTON ACADEMIES TRUST

### JOB DESCRIPTION

<b>Job Title:</b>	Contingent Commander
<b>Responsible to:</b>	Co-Principals
<b>Current Pay scale:</b>	NJC Scale Point 24 - 27
<b>Hours / Weeks:</b>	7 hours per day, 1 day per week 38 weeks per year (term time only) + 20 days per year for CCF activities including evenings, school holidays and weekends
<b>Working Pattern:</b>	9.30am – 5.00pm Tuesdays in term time, including 30 minutes unpaid lunch break

#### Job Purpose

This role is responsible for the CCF operation at Sir Christopher Hatton Academy including planning and managing the annual calendar of events for the Contingent in liaison with the School Staff Instructor and SLT, and for overseeing all aspects of training on Tuesdays through the school year.

#### Key Responsibilities

- Leading the continuing evolution of the CCF as a central activity in the life of the school.
- Inspiring and motivating the pupils and staff across all CCF Sections.
- Promoting and co-ordinating the role of the CCF throughout the academic year.
- Providing a disciplined organisation within the school which enables students to exercise responsibility and leadership.

#### Main Duties and Tasks

- To be responsible for the CCF Contingent at the school and ensure that it is an exciting and rewarding experience for all cadets.

#### Cadet-related

- To work with the School Staff Instructor on the recruitment, leadership and retention of cadets and CFAVs, aiming to grow the contingent year on year.
- To attend camps and additional trips, as necessary.

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- To work with the School Staff Instructor to ensure the production of training plans, so that all students are actively engaged during CCF time, in accordance with MOD policies.
- To ensure that lists of pupils involved in each exercise, camp or training day are accurately published and regularly updated and that missed attendance is followed up.
- To keep staff and parents informed of activities in which pupils are engaged.
- To actively promote attendance on external courses (for both cadets and staff).
- To plan and coordinate biennial reviews / inspection days.

### **Administration**

- To work with the School Staff Instructor to ensure the necessary preparations and arrangements have been completed for all exercises, camps and training days and to oversee the arrangement of transport and catering, as necessary.
- To work with the School Staff Instructor to oversee the Health and Safety of all CCF activities including risk assessments, testing of staff in accordance with MOD policy, ensuring qualifications held are in date and current.
- To be responsible for all aspects of CCF participation in ceremonial commitments for the school including the annual Remembrance Day service in November.
- To oversee the overall care and maintenance of MOD issued equipment with particular emphasis on the safe storage of arms and ammunition.
- To ensure all details of SCHA Contingent up to date on the MOD's IT system (named Westminster).
- To chair CCF meetings as required.
- To work with the School Staff Instructor in overseeing all budgets for CCF, including preparation of accounts for audit by the RPoC (Regional Points of Contact) annually in accordance with AC72133 Combined Cadet Force Regulations.

### **Representing CCF**

- To represent the school at the appropriate MOD conferences, and keep the Principal informed of developments within the CCF.
- To engage, build links and foster relationships with internal and external stakeholders such as SLT, school department heads, other school CCFs and other cadet forces.

### **Staff-related**

- To performance manage all staff involved in CCF and to co-ordinate & encourage Continuing Professional Development of staff involved in CCF.

### **General**

- Deal with incidents of First Aid as a qualified First Aider
- Responsibility for safeguarding and promoting the welfare of children at the academy.
- The Academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- Share and actively promote the academy's commitment to promoting equal opportunities and tackling discrimination
- In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.

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- Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Academy.
- To carry out other relevant duties as may be reasonably requested, commensurate with the pay and grade of the post.

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