



School Staff Instructor & Adventure Training Leader

Application pack

**Caroline
Chisholm
School**



Ambition Confidence Success
Everyone Every Lesson Every Opportunity



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Principal's Introduction

Thank you for your interest in our school and the post of School Staff Instructor & Adventure Training Leader at Caroline Chisholm School. Our school is a dynamic and heavily over-subscribed all-through academy which covers an age range from 4 to 19. The school caters for over 2000 students across our Primary phase, Secondary phase and Sixth Form.

It is a busy and exciting time at Caroline Chisholm. We are delighted that our long-awaited Ofsted review resulted in a 'Good' outcome with 'Outstanding' in our early years provision. We aim to continue to rapidly improve to become one of the highest performing schools in the Northamptonshire area.

My vision for the school is that it becomes a centre of excellence in developing innovative teaching as well as being a school that focusses on developing success, confidence and ambition in all our students. It is therefore important that the successful candidate has a true passion and determination for developing our students to reach their full potential.

The successful candidate will be expected to motivate and inspire students and promote a culture that challenges them to achieve at the highest levels. The position is available to start in October 2021.

Regards,



David James

Principal

Our School

Caroline Chisholm is an oversubscribed, academically successful school that strives to develop young people into ambitious, highly successful, happy and resilient young adults. We make learning enjoyable from reception right up to the sixth form. We provide a challenging academic curriculum, coupled with a very supportive pastoral system that values the strengths and talents of the individual student.

Since our opening in 2004, we have progressed as a school to offer both incredible facilities and teaching. In January 2020, we welcomed a visit from Ofsted and were awarded a 'Good' status. They were keen to note that,

“Caroline Chisholm School is an improving school”

Ofsted, 2020



And we believe that thanks to both parental feedback and the comments highlighted by Ofsted we can rapidly improve, to become an outstanding provider in as short a time as possible.

Extra-curricular involvement is not considered an “add on” at our school. Engagement in sports, the arts, school trips and out of class activities allow us to build the qualities of determination, commitment, courage, compassion and enterprise that we value as a school.

Science, Technology & Engineering and Maths is the focus of our Enterprise specialism and the school has had significant success nationally in these areas.



Our purpose-built, state of the art, all through (4-19) provision makes Caroline Chisholm School a school for the 21st Century.

If you send your child to Caroline Chisholm School you can be assured that we will work hard to look after them, unlock their potential and provide every opportunity to make their time with us fun, engaging, rewarding and successful – so that they can be the best they can be.

Our Vision and Values

Caroline Chisholm School is a safe, secure and inspirational learning environment at the heart of our community where everyone is equally valued and respected - a community built on:

Ambition

By developing the school culture, where everyone:

- strives to be the best they can become
- aspires to ambitious goals
- nurtures and supports

Confidence

Where everyone develops self-belief by:

- overcoming challenges
- taking calculated risks
- upholding our shared values

Success

Where everyone is inspired to:

- become a high performing learner
- embrace a range of rich and diverse opportunities
- celebrate achievement in all its forms

We aim to provide school experiences and opportunities that promote and encourage ambition, confidence and success for everyone through the effective support and engagements of parents. Our school ethos plays a key role in every lesson and activity, both in and out of school to ensure that everyone can aim high and unlock their individual potential. We will encourage each child to make the most of every opportunity so that their educational experience at school is as enjoyable, rewarding and as successful as possible – nurturing the best in everyone.

Academic attainment across all phases is consistently above national averages and in 2019, 83% of students obtained the expected standards in reading, writing and maths at the end of Key Stage 2. In addition, 78% of students obtained grade 4+ in both English and maths at GCSE.

Our school ethos 'Everyone, Every Lesson, Every Opportunity' carries across all phases of our school. If our ethos fits with your ambitions, we would very much like to hear from you. This position is available as soon as possible.

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. This post will be subject to an Enhanced DBS Disclosure. All applicants should read the school's Child Protection and Safeguarding Policy (which is available on our website) and are required to declare any information, as requested, on the online application form.

How to Apply

To apply, please complete the online application form and attach a supporting statement to tell us about your experience and suitability for the post with reference to the attached job description and person specification.

If you have any immediate questions regarding this position, please do not hesitate to email our Director of HR SStowey@ccs.northants.sch.uk

Please note that all applications must be submitted by: 07/10/2021. If you have not heard from the school within 2 weeks of this deadline, please assume that your application has not been successful on this occasion.

References will always be requested before interview.

Interview date

- Interviews for the post are likely to take place week-commencing 11/10/21.
- The school reserves the right to interview strong candidates at an earlier date to ensure we secure the best person for the post.



Job Description:

School Staff Instructor & Adventure Training Leader

37 hours per week. It is expected that you will carry out the duties of the SSI 3 days per week and an additional 2 days spent supporting the school.

Salary: £24,000 per annum, 52 weeks per year with annual leave entitlement

We are recruiting for an enthusiastic and experienced School Staff Instructor & Adventure Training Leader, to help develop valuable military skills and training sessions for both staff and cadets.

The SSI will report to the Contingent Commander and support the delivery of the Cadet experience.

We require an experienced individual with a services background, high level abilities and excellent interpersonal and organisational skills in order to inspire, challenge and motivate our students to achieve excellence.

The role will co-ordinate with The Ministry of Defence (MOD), making full use of the available resources to benefit all students, ensuring that all associated administrative duties including risk assessments and health and safety responsibilities are completed in line with school and MOD requirements.

There will be some general school health and safety responsibilities and working with the on-site facilities team including the completion of school risk assessments.

There will be a requirement to attend camps, field days and other activities throughout the year, some at weekends and during school holidays.

Main Duties and Responsibilities:

- To plan and assist the development of the Combined Cadet Force.
- To organise and plan experiences to enhance the Cadet provision such as field exercises and military visits.
- In consultation with the Contingent Commander, plan and deliver the Cadet experience.
- General administration of the Cadet Unit including annual submission for school resources and ensuring that these resources are used to enhance the quality of the provision.
- Supported by the Contingent Commander, seek funding from a variety of funding streams to ensure the sustainability of the Cadet Unit.
- Play a lead role in the mentoring of cadets.

Main Duties and Responsibilities (continued):

- Have an awareness of academic progress and behaviour of cadets to ensure their performance in the classroom is in line with cadet expectations.
- To act as administrator for cadets and contingent Cadet Force Adult Volunteers (CFAVs) and to supply and organise all Combined Cadet Force services, including the issue, control, maintenance and purchasing of clothing and equipment.
- Carry out all day-to-day liaison with the Cadet Training Team (CTT) and other agencies as necessary.
- To ensure the maintenance and presentation of all Combined Cadet Force and School Adventurous Training equipment.
- Take responsibility (in liaison with the Combined Cadet Force Contingent Commander) for all issues related to weapons, including all weapon inspections, repairs in line with Ministry of Defence (MOD) requirements and an agreed maintenance plan, including the security of firearms.
- Collate all information required and returns to the MOD regarding equipment, qualifications, controls and records of all weapon loans to other schools.
- Manage the use of transport for Combined Cadet Force activities including the recording (and receiving) of all costs and vehicle hire charges.
- Maintain an awareness and knowledge of MOD amendments, advice and document control.
- Act as advisor to all CFAV's and immediate support to the Contingent Commander.
- Administer all camps and training programmes (as detailed & supported by the Contingent Commander).
- Assist the Contingent Commander and other CFAVs with the effective use of the Westminster Cadet Management Database.
- Assist the Cadet Training Team when the CCF are attending shooting competitions. Conducting reviews of accounts with the Contingent Commander.

Whilst we have made every effort to explain all the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any responsible request from a manager to undertake work of a similar level that is not specified in this job description.

“Pupils are well supported for their next steps in education and training. Opportunities for extra-curricular activity are highly regarded. These include a wide range of sports, dance, drama and visual arts.”

- Ofsted, 2020

