



THE PORTSMOUTH GRAMMAR SCHOOL

PGS JOB DESCRIPTION – COMBINED CADET FORCE SCHOOL STAFF INSTRUCTOR AND OUTDOOR PURSUITS LEAD

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

Summary of the role

The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth. We are very much a family school known for excellent teaching, superb pastoral care and wide-ranging co-curricular opportunities and offer an education across the age range from Pre-School to Sixth Form.

An exciting opportunity has arisen for a suitably qualified and experienced School Staff Instructor (SSI) to join our well-established Combined Cadet Force (CCF). Reporting to the Contingent Commander, the SSI provides administrative, logistic and training support to the contingent. It is expected that candidates will have a Regular, Reserve or Cadet service background. Strong administrative and IT skills are essential together with a willingness to undertake all necessary MoD training for the role, for example in the GP Rifle.

In addition to the pre-appointment checks required by the school, the successful candidate will need to complete any required MOD checks before appointment. It is a requirement that the post holder has a full clean driving licence with a D1 category. Ongoing MiDAS training will be provided by the school as needed and all training and refresher courses must be completed by the post holder to the required timeframes and standards.

Reporting to our Assistant Head (Co-Curricular), the role holder will also lead our Outdoor Pursuits activities, including management of the Duke of Edinburgh (DofE) Award scheme and lead responsibilities for the Gold and Bronze award in the first instance, with an expectation that the role will also absorb the Silver award, at the point when the current Silver award lead relinquishes this element.

The position of CCF SSI and Outdoor Pursuits Lead is a full time, term time role (plus an estimated 8 weeks during holidays, paid at a daily rate, in support of trips and expeditions), working 37.5 hours per week. It is expected that the CCF SSI role will be conducted across 3 days/week and the Outdoor Pursuits role conducted across 2 days/week, though in practice it will be for the post holder to judge and prioritise their time across the different elements of the role. It is also expected that the post-holder will have a flexible approach to when these hours are worked as occasional attendance at events during evenings and weekends is required. The standard working day is 7.5 hours each day, with a 30 minute unpaid lunchbreak. The usual hours of work will be 08.30 – 4.30, with the exception of Mondays during term time when the hours of work will be 09.30 – 5.30 due to the cadets parading on Mondays after school.

To support the delivery of the CCF programme, the post-holder will be required to work the following:

- a. Three weekend camps (6 days)
- b. One Adventure Training Camp during the Easter holiday (8 days), plus an additional administration day immediately following the trip (1 day)
- c. One Summer Army Camp (8 days), plus an additional administration day immediately following the trip (1 day)
- d. There will also be occasional weekends such as range weekends scheduled through the year

The CCF is a popular activity involving approximately 160 pupils and is an important part of the school's co-curriculum which enables pupils to develop a range of skills in leadership and resilience. Cadets parade every Monday afternoon after school on the school quad.

To support the delivery of the DofE Award scheme, the post-holder will be required to work the following:

- a. Bronze training day and practice weekend (4 days)
- b. Silver practice and assessment (6 days)
- c. Gold practice and assessment (14 days)
- d. Post expedition admin days (4 days)

In the existing structure, some of these trip/expedition days take place on school days, others at weekends and some in the holidays. It is anticipated that an additional 8 weeks will be required outside of school terms to support activities.

It is requirement of the role to attend all Professional Development Days (INSET) in the school calendar.

A six-month probationary period will apply to this appointment to the support staff of the school.

	<p>How to apply:</p> <p>Any enquiries about the role or how to apply are welcome at recruitment@pgs.org.uk or alternatively via our CCF Contingent Commander Mr Paul Bristow at p.bristow@pgs.org.uk</p> <p>Candidates are asked to apply using the online form linked to our advert on TES.</p> <p>This role is open for applications. Candidates who meet the criteria are encouraged to apply as soon as possible as interviews may take place before the last day of this term which is 13th December 2024. The final closing date will be midday on Tuesday 21st January 2025. Early applications are welcome and we reserve the right to interview and appoint prior to the closing date.</p>
<p>Line management responsibility for</p>	<p>This role has no line management responsibility.</p>
<p>Main duties and responsibilities</p>	<p>The CCF SSI is line managed by the CCF Contingent Commander and supports that person in the following areas:</p> <p>Base Administration:</p> <ul style="list-style-type: none"> • To provide admin, logistic and training support and advice to the Contingent. • To prepare and be responsible for all Brigade/Cadet Training Team (CTT) inspections/ audits; ECI (equipment care inspection), MOD and SERFCA inspections, ammunition storage inspections, weapon inspections, Munitions inspections and security. • To assist the Contingent Commander in the planning and administration of the Biennial Inspection, the Remembrance event in school and the Remembrance service at the Portsmouth Guildhall. • To assist in the preparation and manning of CCF demonstrations on, for example, Open Mornings. • To collate all returns to MOD (records of service qualifications, MOD held equipment and assets, Staff/Officers qualifications). • To become fully trained on Westminster, the MOD management information system and attend update training as required. • To monitor the Governance Report and assist the Contingent Commander in ensuring all officers remain current in all key components e.g., Red Book Test, Weapons Handling Test, DBS etc. • To maintain the database, including weekly parade night attendance, staff and cadet qualifications and assist in logging of CCF training events in the Westminster events diary as required by the Contingent Commander. • To advise and assist officers with the administration of the Voluntary Allowance (VA). • To ensure the security of arms and ammunition. Liaise with alarm company for servicing and work. Control and

record the issuing and return of ammunition and weapons in accordance with MOD procedures. Act as prime call out and point of contact with emergency services in the event of the alarm going off during working hours. Assist the Contingent Commander with staffing the out of hours call out duties, along with other Contingent officers.

- To assist the Contingent Commander with the duties of Unit Security Officer.
- To be responsible for ensuring that Security Standing Orders are kept up to date in line with LANDSO 2901.
- To liaise with HQ Land, Brigade CTT, the Training Safety Advisor (TSA) and other military establishments as and when required, responding to all requests for returns and information.
- To be responsible for paperwork and forms required for new CCF officers and forwarding them to appropriate single service headquarters.
- To assist the Contingent Commander in maintaining the relevant financial accounts including the CCF public fund and the private No. 2 Account. Prepare and submit for audit as required.
- To monitor and respond to all routine correspondence from Brigade, CTT, TSA and to implement new instructions and procedures while keeping the Contingent Commander informed.
- To undertake visits and journeys deemed appropriate by the Contingent Commander on contingent business (e.g. reconnaissance of proposed training areas).
- To drive school vehicles when required.
- To update standing orders, regulations and training manuals etc.
- To attend courses appropriate to the duties of SSI. This includes achieving and maintaining qualifications as appropriate to the role of SSI e.g. range, adventurous training, weapons etc.
- To coordinate and organise attendance on military and adventure training courses for adults and cadets.
- To keep SERFCA informed of all repairs and maintenance required for MoD owned property. To keep the School Maintenance Team informed of all repairs and maintenance required for CCF property with School responsibility.

Quarter Master (QM) Duties:

- To act as quartermaster (QM) and supply organiser to the CCF and to be responsible for maintaining all CCF clothing, equipment and AT stores.
- To liaise with parents and pupils to issue, record and control clothing and equipment issues to cadets and staff, including control and maintenance of clothing and equipment accounts, and provision of information for billing for lost/damaged equipment to the Contingent Commander as necessary.
- To be routinely available to staff and cadets for CCF-related requirements (kit issue, exchange and replacement).
- To carry out all first-line weapon inspection and book repairs. Ensure that all Contingent weapons are inspected at correct MOD stipulated dates.
- To control and record all weapon and equipment loans.
- To purchase, after discussion with the Contingent Commander, and maintain items required for training.
- To issue, care, maintain and account for all MOD and CCF private stores and equipment including adventure training equipment, weapons and ammunition. This includes the mandatory weekly and monthly range,

weapons and ammunition checks.

- To be responsible for maintaining combinations and key security log.
- To liaise with Alarm Company for armoury alarm maintenance and faults.
- To be responsible for arranging the collection/receipt of ammunition, weapons, rations and other stores as required.

Training Delivery Support:

- To support officers in the planning, administration and delivery of high quality training for cadets. This includes bids for training facilities, stores, equipment, transport, food, accommodation and attendance at camp and training area conferences.
- To ensure that all necessary equipment is available for Parade afternoon, CCF training, field days, overnight exercises, courses and camps.
- To assist in the planning and organisation of the termly training programme, liaising with CTT and booking external personnel/agencies, and transport as appropriate.
- To assist in the preparation of risk assessments, and EAMs needed for contingent training and to ensure that all activities are carried out with risk managed to an acceptable level.
- To administer the booking of staff and cadets on courses.
- To supervise, instruct and advise all staff and cadets on military matters, including range work, drill and ceremonial.
- To teach and test all cadets and staff on skill at arms (Cadet L98, Cadet small bore target rifle, Scorpion Air Rifle).
- To deliver military lectures and training serials upon request from the CC and/or ESO iaw suitable experience and qualifications.

Logistics:

- To complete all associated administration/returns. This will include bids for training facilities, stores, equipment, transport, portaloos, food and accommodation and attendance at camp and training area conferences as necessary.

Camps and Trips:

- To attend all Army CCF events, including the Summer Central Camp, Field Weekends and Range days.

To assist with other duties associated with the Contingent deemed appropriate by the Contingent Commander.

The **Outdoor Pursuits Lead** is line managed by the Assistant Head (Co-Curriculum) and is required to:

- Manage and act as custodian of the Outdoor Pursuits Centre (OPC) ensuring the husbandry and accurate accounting for OP equipment for CCF, DofE and any further school-based activities.
- Advertise availability of DofE Bronze, Silver and Gold Award to pupils in years 10, 11, 12 and 13 and invite applications.
- Co-ordinate activity with Silver DofE Award Co-ord, until such time as this role is transferred to the successful candidate.
- Communicate arrangements, expectations and conditions to parents as well as pupils and field questions and problems.
- Guide and support pupils in the selection and organization of suitable activities for the Skill, Volunteering, Physical and Residential sections of the Awards.
- Through regular contact, guide and motivate pupils to set themselves challenges as they work towards the completion of the Award; fostering an attitude of 'stretching to achieve' rather than 'ticking a box'.
- Conduct DofE related administration, including:
 - collating registration forms and payments
 - dealing with eDofE problems and correspondence
 - supporting pupils in their use of eDofE
 - allocating teams of pupils to Leaders
- Plan and deliver the training programme to prepare pupils for the Assessed Expedition. This will include:
 - in school training sessions
 - route planning and recce for practice and assessed expeditions
 - selecting campsites
 - ensuring sufficient qualified staff available for supervision of training and assessed expedition
 - the coordination of assessors
 - regular communication with leaders to monitor progress of groups and ensure pupils only go forward for assessment when they are adequately prepared
 - providing information for the preparation of approval documentation
 - completing PGS Planning forms and Risk Assessments, as required
 - liaison with external agencies (e.g. Peak District Park Panel)
 - liaison with Approved Activity Providers
 - organising trackers for use in the expedition
 - maintaining, and keeping records of the inventory of kit required for DofE expeditions
- Plan and attend practice and assessed expeditions. They must be ready to respond to any incident that may

	<p>occur on these expeditions. For example, pupil illness or injury, lost pupils etc.</p> <ul style="list-style-type: none"> • Plan and deliver an annual DofE Award presentation evening <p>Any other duties as may be reasonably required by the Head or Bursar from time to time.</p>
<p>Safeguarding responsibilities</p>	<ul style="list-style-type: none"> • The role is based on the main school site and will involve working with pupils on a daily basis and therefore involves regulated activity with children. • It is a requirement of the role to attend Professional Development Days as required by the line manager and to attend other essential staff training sessions throughout the year, as required by the Head or Bursar.
<p>Benefits</p>	<p>The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff. All conditions of employment will be detailed to the successful candidate in a separate contract issued by the Bursary.</p> <p>Key financial benefits of employment at PGS include a generous salary structure and leave allowance.</p> <p>The pro-rata salary for this role will be set at a point on the support staff pay scales in a range depending upon the qualifications and experience of the successful candidate. The FTE salary range which applies is expected to be within the range £30,171 to £33,464 per annum.</p> <p>For this term time only role, and based on the above range, the pro-rata calculation to include term time weeks and holiday pay is £23,382 to £25,934. In addition, a day rate will be payable for additional days worked in the school holidays which will be in the range £116 to £128 per day. If the full 40 days are worked in the holidays this equates to £4,640 - £5,120, although the exact number of days is likely to vary from year to year and may be less than 40, depending upon the programme each year. In addition, as SSI the successful candidate will be able to claim up to 51 days of VA directly from the MoD, which based on current rates equates to £4,439 (gross) in total if the full 51 days per year are claimed under this scheme.</p> <p>The salary offer will be confirmed to the successful candidate following the selection process and may be discussed further at interview.</p> <p>The school will auto-enrol eligible support staff into the NEST pension scheme and also offers an alternative pension scheme for qualifying staff with Aviva, whereby if the employee contributes 6.5% of salary the school will contribute 8.5%. We also have a non-contributory death-in-service policy calculated at 3 x salary.</p> <p>Additional benefits include the provision of a free two-course lunch during school term times, and free use of the</p>

	<p>school's Sports facilities which include a well-equipped Fitness Centre. The school is also an approved operator of the Cycle to Work Scheme. We have a free staff car park on site.</p> <p>The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar.</p> <p>The school is a strong supporter of Continuing Professional Development (CPD) and support staff wishing to undertake appropriate professional training can apply for financial support towards any associated costs.</p>
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Person specification			
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			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> • A good standard of education, with excellent spoken and written English • D1 and Midas training to drive school minibuses. 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> • At least one National Governing Body outdoor qualification • Current Outdoor First Aid qualification 	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications if necessary</p>

Experience	<p><i>The categories of work or organisations, types of achievements and activities required by the Applicant that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> • Experience from military service in Regular, Reserve or Cadet service • Experience of working in a team • Experience of working with databases, management systems and digital resources 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> • Experience of working with young people in an educational setting • Previous experience of a paid or volunteer role in a Combined Cadet Force • Experience of delivering the DofE Award scheme • Experience leading expeditions • Experience of leading and collaborating with colleagues 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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Skills	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • The ability to work well in a team • Highly organised and with excellent attention to detail • A flexible and proactive attitude to the role • Exceptional communication skills and ability to engage effectively with all CCF stakeholders • Excellent time management skills, to be able to plan and manage workload including the ability to prioritise • Strong IT skills including Microsoft Office with a willingness to learn other software packages as required • Ability to remain calm in a busy school environment • Ability to work with discretion and maintain confidentiality at all times • Ability to follow instructions safely and effectively to ensure a safe working environment 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • A willingness to develop knowledge and understanding of legislation relating to current guidance in Keeping Children Safe in Education and other guidance issued by the Department for Education and ISSR • A willingness to develop knowledge and understanding of GDPR legislation • A willingness to undertake all training required by the school including safeguarding training • A willingness to develop knowledge to support all areas of provision • A willingness to undertake all MIDAS training to support continued registration as a school minibuss driver 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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<p>Personal competencies, qualities, attitude and behaviours</p>	<p><i>The personal qualities, attitude and behaviours that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • motivation to work in a setting with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • ability to work collaboratively across departments and support functions • ability to develop positive relationships with staff, parents, pupils and outside agencies • willingness to work as an integral part of a busy team in the accomplishment of common goals and strategy objectives • willingness to support the aims and ethos of the school 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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