



## Recruitment Information SSI & Head of Adventurous Activities

Employment Status	Full Time, Permanent
Required From	ASAP
Job Location	Senior School
Application Closing Date	Thursday 16 January
Interviews Week Commencing	Monday 20 January



# WELCOME TO ST DUNSTAN'S COLLEGE

Welcome to St Dunstan's!

We are very proud of this community and believe we offer something genuinely different and exciting for the families and staff who join us. Our Lewisham setting allows us the privilege of working in a diverse and vibrant school that, combined with our co-educational ethos and smaller size, engenders a culture that genuinely cherishes individuality and celebrates open-minded thinking.

Underpinned by a liberal, Christian heritage, we deliberately embellish the values embodied by St Dunstan, using the life of that great polymath to guide our own educational narrative. We are a dynamic institution, encouraging creativity and innovation in all we do. We want all our pupils to embrace the richness of the broad and cutting-edge education we offer here and our staff to be excited by what we are able to provide for the children under our care.

As a Nursery to Year 13 College, we pride ourselves on genuinely knowing our children and families, and we hope that everybody who joins us will feel an important part of this exciting community.

Mr N Hewlett  
Headmaster

# ST DUNSTAN'S COLLEGE

The history of St Dunstan's College can be traced back to 1408, making it one of the oldest schools in the country. It still retains strong links with the City of London, from where it originated. For the last 130 years the College has been located in Catford, within the Borough of Lewisham, in South East London. The location of the College is a key element in defining its identity and the College is proud of its reflection of the diverse and vibrant community in which it is located. The Headmaster is a member of HMC (The Headmasters' and Headmistresses' Conference) and the Head of the Junior School a member of IAPS (The Independent Association of Prep School Heads). The College Leadership Team, chaired by the Headmaster, consists of the Bursar, the Head of Junior School and the Deputy Heads of Senior School. Admission to the College is competitive at all entry points.

St Dunstan's has a truly coeducational ethos, following the admission of girls in 1994, for over 940 pupils aged from 3 to 18 years. The Pre-preparatory Department was established in 1995 and a Nursery followed in 2008. Both now form part of a flourishing Junior School which sits within the College site and, by extension, is an essential component of College identity. Most Junior School children transfer on to the Senior School as a natural transition. Parents like to commit to the whole-College 'family' and a large proportion of parents have more than one child at the College. The social life of the College is therefore an important feature of its ethos and our 'Friends of St Dunstan's' is as important in name as it is in what it achieves.

The College has enjoyed considerable development and refurbishment over recent years, with an investment of several million pounds and a significant programme of capital works planned for the next few years. The relatively recent acquisition of 30 acres of playing fields, just 500 metres away from the College buildings, provides an exciting opportunity for further development on both sites.

The size of the College is small compared to many of its competitors, offering all pupils cohesive community that celebrates individual talents, strengths and approaches to learning and development within a friendly, inclusive and nurturing environment. The diversity of the College is furthered by the inclusion of international students from a whole range of different countries around the world. The College has a particularly special link with Hangzhou, China. The ethos of the College is welcoming, without pretence, and draws upon the liberal Christian values of its foundation. Relationships between all members of the community are based upon mutual respect and this is well embedded. St Dunstan's is a happy place in which to learn and teach, where great careers are launched and genuine friendships are forged.



# THE DEPARTMENT

The Combined Cadet Force (CCF) at St Dunstan's College comprises two sections; Royal Navy and Army totalling some 170 Cadets. The CCF aims to give the students a broad understanding of the Armed Forces and a cadet experience that is challenging, varied in activity but rewarding, enjoyable and safe. The students' first experience of the CCF is in Year 9, when they have the choice of joining either of the two sections. We are fortunate to be able to complement this with a thriving Corps of Drums, also open to any student in Year 9 and above. Students are not required to have previous musical experience when joining and receive appropriate instruction on the instruments, as well as the military drill required for performances. The Corps of Drums is led by The Drum Major who is selected from either section of the Contingent and the training is delivered by senior members and staff.

Each week, officers of the Contingent and the School Staff Instructor (SSI) lead on the section specific training and activities, assisted by the senior Cadets. We provide a wide range of opportunities to participate in relevant military training and adventurous activities. The CCF parades every Monday from 1600-1730, with a focus on skill development and preparation for major events and trips away. Within a typical year the Cadets will be offered a huge range of activities including scuba diving, sailing, RN ship visits, range days, tactical weekends and one major residential camp each year. The CCF also takes part in a variety of ceremonial events throughout the year, many of which are in partnership with our Livery Company, the Worshipful Company of Marketors. Events include the Remembrance Parade at Lewisham, the Lord Mayor's Show in Central London, Guard of Honour at Mansion House and a Corps of Drums performance at the HAC (Honourable Artillery Company) London. There is no commitment to the Regular Forces through being a member of the CCF.

Adventurous Activity in the middle and upper school is dominated by a thriving Duke of Edinburgh Programme, with large numbers of students progressing from Bronze all the way through to Gold Award level. We are fortunate to employ a highly skilled and professional organisation to manage expeditions, as well as getting help from within the staffroom. In the lower school this year, we have introduced 'expedition style' mountain biking, climbing and kayaking trips for younger students, to provide a broad range of adventurous activity experience as early as possible.

# THE ROLE

## Reports to: Assistant Head Co-Curricular

The School Staff Instructor (SSI) will support the ongoing development of a large Combined Cadet Force (CCF). We are seeking to appoint a suitably qualified, experienced, inspirational and self-motivated individual. The principal role will be to organise and deliver military training within the Army Section and to ensure the smooth and efficient running of the contingent. Ideally candidates should have experience of regular or reserve force service. The School Staff Instructor will be accountable to the Contingent Commander for this role.

The post holder will lead Adventurous Activity in the College with the support of external agencies and staff from across the College. This includes our thriving Duke of Edinburgh Award programme.



# JOB DESCRIPTION

**The School Staff Instructor (SSI) duties include:**

Security Officer, under supervision of OC to take responsibility for:

- Security of arms, ammunition and other stores held
- Administration and liaison with MOD and alarm company
- The register and secure storage of keys
- Preparation for and dealing with inspections and documentation
- Attendance at security briefings
- Advising upon action commensurate with security state
- Security of pamphlets
- Data Handling Compliance
- Liaison with Defence Estates
- Issue and receipt of all stores to and from Cadets and staff
- Accounting for and good husbandry of MOD clothing and equipment
- Accounting for and good husbandry of School/Contingent owned clothing and equipment
- Ordering purchases of stores and equipment, e.g. boots, badges, Adventure training items as agreed with OC
- Receipt of deliveries
- Issues, receipts and exchanges
- External liaison: CTT and RN HQ
- Rations: Bids; distribution, accounting and disposal
- Ammunition bids
- Booking and documentation for MT from Brigade HQ, TMP
- Liaison with school transport/civilian hire
- Documentation and records
- Maintenance and servicing schedules of CCF vehicles: Land Rover, RIB etc
- Monitoring of transport regulations: military and civilian
- Updating and cataloguing all documentation: regulations, advising OC actions required
- Preparing for and dealing with inspections
- Advice, monitoring and preparation of Risk Assessments for training.
- Support and assistance to the Officer Commanding
- Guidance and support to officers
- Correcting, encouraging and enthusing Cadets
- Guidance to cadet NCO's conduct and methods of instruction
- Maintenance of standards and discipline
- Traditional military example
- Bridge between military and civilian life of school
- Assist OC in the administration of the Contingent, including preparation for weekly Parades and post-ex admin such as analysis of absentees, bookings for camps, Field Days, courses etc.
- Assist Army Section Commander in planning and execution of training programmes, etc.
- Assist Royal Navy Section Commander in training administration.
- Ensuring that the Contingent databases—Westminster are regularly updated in line with Brigade policy and that the unit remains compliant with all Brigade requirements—including but not limited to: Red book testing, weapon handling tests; data security; DBS checks; strength returns.
- Collation of student consent forms for training exercises and the production of the final nominal rolls and medical information lists.

# JOB DESCRIPTION

## Contribution to Training:

- The SSI should help in the planning and execution of the contingent's training.
- A leading share in the management of the teams entering the competitions with military emphasis.
- The planning and execution of Adventurous Training.
- Participation in all Army Section Summer Camps, Adventurous Training Camps, Field Days and associated overnight exercises at weekends some of which may be in support of D of E expeditions.

## Inspections:

The Contingent is subject to a compulsory Biennial Review. In addition there are visits and inspections requiring the direct attention of the SSI:

- Liaison with the CTT
- Security inspections
- Stock checks
- Fire Service
- Police
- Alarm company
- Reserve Forces and Cadets Association (premises: occasional)

## The Head of Adventurous Activity will:

- Develop and deliver adventurous activity across the College, with an initial focus on lower school provision. The focus of the current programme is on kayaking, mountain biking and climbing but does include shooting, first aid, expedition skills and scuba diving.

The majority of adventurous activity is delivered during co-curricular time, but there are opportunities to contribute to curriculum lessons through the St Dunstan's Skills for Life programme.

- Staff and administer the Duke of Edinburgh Award training programmes and expeditions in conjunction with our existing expedition partner.

Bronze Award is offered to all students in Year 10, Silver to all students in Year 11 and Gold to students in the Sixth Form. Expeditions run through the Lent and Trinity terms.

## Professional Attributes

The following professional attributes are expected from all staff:

Courtesy, consistency, discretion, energy and stamina, resilience, enthusiasm, flexibility, initiative, sound judgement, patience, integrity and honesty, self-awareness.



# PERSON SPECIFICATION

The following Experience and Skills are Essential/Desirable

Qualifications	Essential	Desirable
Full, valid UK driving licence, with the ability to drive minibuses (category D1) or willingness to undertake training to fulfil the requirement	X	
First Aid at Work qualified		X
KGVI Course at CTC		X
SAA - Train and Weapon Test Cadets		X
SA(90)B Range Qualification		X
Hold senior rank in the Armed Forces (Regular, Reserve or Cadet Forces) – SNCO or Warrant Officer status		X
MTUK Summer Mountain Leader Award		X
MTUK Rock Climbing Instructor/Climbing Wall Awards		X
Duke of Edinburgh Accreditation		X
Experience		
Have good administration skills – ability to control accounts, book transport and courses	X	
Mountaineering and expedition experience in the UK	X	
Planning & delivery of structured outdoor education programmes	X	
Delivery of the DofE expedition.	X	
Knowledge of the Cadet forces ethos and a desire to support, encourage and develop Cadets	X	
Previous experience with Cadets or young people		X
Be familiar with and ability to use the Westminster MOD Database		X
Excellent communication and interpersonal skills with the credibility to interact and influence at all levels	X	
Awareness of safeguarding requirements and good practice within an educational setting		X
Skills, Competencies and Attributes		
Excellent administrative and communication skills	X	
ICT literate	X	
Able to inspire, lead, motivate and develop students.	X	
Able to work effectively as part of a team	X	
Well organised with excellent time management	X	

The requirement of this post is that the successful applicant must pass all MOD security checks.

# THE PACKAGE

**Salary:** £35,701 - £40,800

**Pension:** Contributory Pension Scheme ISPS (DC)

**Benefits:** Tuition fee remission (which is means tested and capped) and no registration fee\*  
Health Cash Plan\*  
Free lunch and beverages during term time  
Staff Accommodation (subject to availability)  
Free off road parking  
Reduced health club membership  
Salary Sacrifice Schemes  
Season Ticket Loan  
Free winter and summer social events  
Annual flu immunisation  
Use of College leisure facilities including gym, tennis courts and pool\*  
Private Health Care Insurance (50% paid by employer)

\* Conditions apply

