

# Job Description

**Job Title** Officer Commanding (Army Section)

**Responsible to** Contingent Commander

**Job Purpose** To lead a high quality and vibrant Army Section within the School's successful CCF Contingent. You are the key leader within the Army CFAV team and are responsible for the planning and delivery of high quality training to the cadets within the section.



## Summary of Main Duties and Responsibilities

1. Provide interesting and varied training which provides the core cadet experience.
2. Develop a training programme for the year's weekly routine training that offers progressive opportunities for cadet development. Oversee the delivery of this training and provide feedback and challenge to instructors in order to continuously improve the quality of experience cadets receive.
3. Have a key input into the weekly NCO meetings to review training and prepare instructors for the following week. Produce written orders detailing arrangements.
4. Be responsible for the progress and development of cadets within the section, including through promotions and against the APC syllabi.
5. Ensure that accurate records of cadet attendance and qualifications are maintained and that these are kept up to date on WESTMINSTER.
6. Encourage the involvement of cadets and CFAV in external opportunities (courses, competitions, etc) and undertake the necessary administration to support this.
7. Take responsibility for training the NCO Cadre to ensure the next generation of cadet instructors are able to discharge their future duties effectively.
8. Be the point of contact with the local Cadet Training Team (CTT) and liaise weekly regarding training support.
9. Be the Contingent Lead for the section's Annual Camp; including cadet recruitment, administration, liaison with CTT and training whilst at Camp.
10. Organise at least one Range/Field Day per term.
11. Liaise with the SSI to ensure training area bids, transport requests, and other logistical support is in place for all planned training with sufficient lead time (min 8 weeks).
12. Ensure that the Safe System of Training is in place for all planned training. Ensure that there are sufficient instructors who are current and competent to safely deliver the planned training. Produce required written instructions (RAMs/EASPs/Risk Assessments/etc) with sufficient lead time (min 8 weeks).
13. Contribute to the continued professional development of the CFAV team within the section, including ensuring mandatory training is in place.
14. Working with the Contingent Commander, contribute to the overall strategy and vision of the Contingent.

Information:

The Royal School is an '*independent*' boarding free school which spans Reception to Year 13 and is an international boarding school for up to 1200 young people with HRH Earl of Wessex as our patron. We have a distinctive ethos and culture which reflects the 168 year history of the school and well established culture of 'developing the whole person' in the broadest sense. Leadership, teamwork and the development of confidence are delivered through an exciting curriculum, rich extended day programme and CCF is instrumental in delivering these values and characteristics for many.

The CCF contingent is a strong and established element of school life and is integrated into the compulsory school extended day programme with a rich set of activities at camp, adventurous training and regional competitions.

The school has grown considerably in the last few years, is the school of choice in the local area and consequently the CCF contingent has blossomed with both RAF and Army section accepting ever more cadets onto their well-structured programmes.

At this exciting time we are looking for an enthusiastic army section leader to help develop and deliver a high quality programme for enthusiastic and engaged young people. There are significant opportunities for professional development and to lead and grow the CCF within the school.

You will find attached the job description and person specification for this post and I look forward to meeting you to discuss the Royal School CCF plans with you.

Warmest regards,

Mark Heywood