

ERSKINE STEWART'S MELVILLE SCHOOLS



CONTINGENT COMMANDER

Erskine Stewart's Melville Schools (ESMS) are recruiting for a permanent Contingent Commander to join ESMS on a full-time basis. ESMS are very proud to have a well-established and thriving CCF contingent which has over 250 cadets in both Army and RAF sections.

ESMS staff are passionate, pioneering and strive for excellence in everything they do. We value the incredible contributions they make to school life, we invest in their careers and we support their ambitions so that they flourish professionally and personally.

This is a full-time permanent position available from 15 August 2024 that will require a flexible approach. Remuneration will be from £41,823 to £45,357 per annum, on the ESMS Support Staff Salary Scale J dependent upon qualifications and experience.

ESMS is a vibrant, friendly and welcoming family of schools, set in beautiful grounds in the heart of Edinburgh. Our Schools have always been pioneers of rounded education. Children's education is underpinned by our nine values: appreciation, commitment, confidence, enthusiasm, grace, integrity, kindness, respect and responsibility. From virtual reality headsets in the classroom to developing one of the first outdoor learning programmes in Scotland, we are always searching for new ways to develop the whole child.

Staff are offered a range of benefits including: a generous holiday allowance, enhanced sick pay, family friendly policies, use of the Schools' swimming pool and fitness room outside school hours, membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations.

ESMS is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure Scotland.

The closing date is 12pm on Friday 24 May 2024. We anticipate interviews will be held on Friday 31 May 2024.

THE POST

Basic Function	The Contingent Commander will be responsible for all aspects of the Combined Cadet Force at ESMS. They will also contribute to the Outdoor Learning Programme, and the overall school extra-curricular opportunities which is a fundamental part of developing our students.
Accountability	The Contingent Commander is accountable to the Deputy Head (Student Enrichment).
Authority	The Contingent Commander has authority and responsibility as delegated by Deputy Head (Student Enrichment) and other promoted staff.
Relationships	The Contingent Commander will line manage the School Staff Instructor and matrix relationships with other staff and departments.

RESPONSIBILITIES

Key Responsibilities:

Vision and Values

- Promotion of ESMS values and role modelling behaviours associated with them.

Working with Others

- Compliance with all ESMS policies and procedures
- Treating people fairly, with dignity and respect to maintain a positive school culture
- Ensure effective planning, delegation and support of responsibilities
- Developing a culture of high expectations for all and taking action when performance does not live up to these
- Taking responsibility for personal development, both personally and of team members.

Community

- Positive relationships with parents and the wider ESMS community
- Communicating clearly with parents and carers to engender a climate of mutual respect
- Working in collaboration with other independent schools to promote effective initiatives and share good practice.

Key Relationships

The post holder will work closely with relevant colleagues including Officers in Charge (OCs), Manager of Outdoor Learning, and internal and external Staff Volunteers (CFAVs). They will establish strong links with the MoD and 51 Brigade and the Cadet Training Team (CTT). It is hoped they will have broader relationships within the MOD to provide our cadets exciting opportunities. They will be expected to build positive relationships with the promoted cadet team (RSM or CWO/CSMs/NCOs).

Specific Responsibilities

- To undertake a collaborative and innovative approach to leadership developing greater opportunities for our students encompassing leadership, resilience, learning and values
- To be able to self-evaluate, be willing to learn and adapt and evolve practice
- Commitment to continuous professional development for self and others
- To commit to fully inclusive education and equality of opportunity
- Responsible for inspiring, challenging, motivating and empowering others to develop a shared vision and drive forward progress.
- To ensure that they implement the MOD Safe System of Training, comply with relevant Joint Service Publications and regulatory pamphlets, and health and safety legislation
- To ensure both the Army (WESTMINSTER) and RAF (BADER) database are kept up to date with current records.
- To publicise the activities of the Contingent, internally, and externally to the wider School and parents, including reporting on CCF events for School publications and the CCF Instagram.

Leading and Managing

- Leads from the front and by example
- Coaching style of leadership
- Has courage and flexibility to identify and implement change effectively
- Has sound budget management skills
- Plans, prioritises, organises and delegates
- Has strong analytical skills
- Ensures School and MOD compliance with applicable legal and regulatory requirements.
- Implements diversity, inclusion and access strategies.
- To Chair CCF weekly meetings with key staff and termly meetings with all staff
- To oversee the Training Programme (RAF & Army) to maintain the overall discipline of cadets while undertaking training; ensuring that the contingent complies with the appropriate MOD and school safeguarding policies
- To be the Delivery Duty Holder (DDH) for the Contingent and being responsible for all risk to life activities
- To oversee arrangements and attend, including directing colleagues as required, for all exercises, camps, and training days
- To oversee all budgets for CCF including preparation of accounts for audit.
- To have overall responsibility for and ensure storage, inspection and security of all CCF equipment including Military Environment Inventory

Development of Self and Empowerment of Others

- Appreciates the impact of change on the school and individuals
- Codify a leadership pathway
- Support a programme of resilience
- Challenges, influences and motivates others
- Nurtures professional interpersonal relationships with staff and students
- Develops individuals' capabilities
- Empowers and sustains an effective team
- Uses courage, care and curiosity to deal with conflict.

- To be responsible for all CCF awards and ceremonial commitments for the School including Remembrance
- To recruit Cadet Force Adult Volunteers (CFAVs) in line with MoD regulation.
- To oversee cadet recruitment and retention and present the CCF to students, outlining the opportunities and benefits and support cadets with aspirations for a military career
- To oversee CCF nominations for National Courses and training including preparing references
- To ensure staff are qualified and trained for relevant exercises in line with MoD regulations.
- To represent the school at appropriate MoD events, attend related Conferences and to keep up to date with developments within the CCF locally, regionally and nationally.

EXPERIENCE, SKILLS AND ATTRIBUTES

	Essential Criteria	Desirable Criteria
Experience	<p>Proven professional experience</p> <p>Military and/or CCF/ACF experience</p> <p>Able to navigate requisite IT (training provided)</p> <p>Previous experience of leading and managing teams</p> <p>Understand and comply with the military safe system of training / risk assessments for various activities</p> <p>Previous experience in managing budgets</p> <p>Knowledge of current health and safety legislation</p> <p>Write and execute training programmes</p> <p>Deliver the cadet training pamphlet</p> <p>Organise and execute cadet training camps</p> <p>Understand the (Army/RAF) military logistics chain including the booking of all resources</p>	<p>Knowledge of Westminster database</p> <p>Knowledge of Bader database</p> <p>Regular service experience</p> <p>LE Capt/WO1/WO2</p>

<p>Skills/ Abilities/ Capabilities</p>	<p>Values based leadership</p> <p>Ability to lead and manage a team role model to staff instructors and students</p> <p>Capacity to inspire, motivate and energise the staff instructors and cadets</p> <p>Full clean driving license</p> <p>All Arms Skill at Arms Instructor Course</p> <p>All Arms Range Management Course</p> <p>Coaching experience</p>	<p>Experience of driving minibuses or buses/large vehicles</p> <p>Previous experience working with cadets/young people</p> <p>Civilian recognised Adventure Training qualifications</p> <p>Accredited First Aid qualification</p> <p>Live Fire Tactical Training qualification</p> <p>Unit Security Officer</p>
<p>Personal Attributes</p>	<p>Highly organised</p> <p>Organisation first approach</p> <p>Agile and flexible</p> <p>Excellent interpersonal and communication skills</p> <p>Motivated</p> <p>Positive attitude</p> <p>Resilient</p> <p>Emotional intelligence</p> <p>Adds value across the organisation</p>	<p>A values-based leader who can inspire</p> <p>Highly developed human skills displaying diplomacy, patience, empathy and tolerance</p> <p>Excellent written and verbal communication skills</p> <p>Flexible, strategically minded and solution-focused in approach</p> <p>High level decision-making skills</p> <p>Sets high expectations for themselves and others, able to work under pressure and expects to lead by example</p>

REMUNERATIONS AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

The post	This is a full-time, permanent position from 15 August 2024.
Hours of Work	The hours of work for this role are contingent upon workload and activities. It is anticipated that the average weekly working hours will be 36.25. The postholder must be prepared to be flexible with regard to working hours and be capable of adjustment to events and demands. There is entitlement to a free school lunch during term time.
Salary	Remuneration will be from £41,823 to £45,357 per annum, on the ESMS Support Staff Salary Scale J dependent upon qualifications and experience.
Holiday	Entitlement is to 30 days' annual holiday leave plus 10 days' statutory holiday (pro rata if part time) when the schools are closed. The Schools holiday year runs from January to December.
Location	The postholder will be based across both the Ravelston site and the Queensferry Road site. There will be a requirement to work in various locations as deemed necessary to fulfil the role.
Pension	Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.
Staff Benefits	Staff are offered a range of benefits including: free school lunch during term time, use of the Schools' swimming pool and fitness room outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations, as well as access to our EAP provider, Care First. Staff with children at the Erskine Stewart's Melville Schools are entitled to a tuition fee discount from Nursery to Sixth Form. Support Staff salaries are reviewed annually.

APPLICATION PROCEDURE

In order to apply for the role, applicants must visit <https://jobsearch.esms.org.uk/> to submit their application.

Any enquiries about this position should be directed to Morven Wrinn, HR Assistant, at recruitment@esms.org.uk or by phone on 0131 347 5867.

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