



Fettes College

CCF School Staff Instructor and Outdoor Education Support



A place to **live.** A place to **learn.** A place to **grow.**

Job Overview:

We are seeking an enthusiastic and dynamic individual to take up a permanent full-time position in our CCF and Outdoor Education team here at Fettes College. They will play a pivotal role in supporting these activities by leading, developing, and expanding an outstanding CCF and supporting our outdoor activity programme for all students. It is a unique opportunity to contribute to the character development of our future leaders, maximising their full potential, stretching them and offering them the opportunities to grow in confidence through both engaging and high-impact learning

The successful applicant will have the drive and strength of character to motivate cadets and support the development of Cadet Force Adult Volunteers (CFAVs), along with the skills to enable Cadets to achieve the stated aims of the CCF. They will have a strong and current background in military instruction and the ability to facilitate outdoor education, along with being a positive role model and mentor for our students. They must share our core Fettesian values that underpin our ethos: Curiosity, Creativity, and Kindness, whilst Aiming High and Giving Back.

The Ideal Candidate

Successful applicants for this co-curricular role would be expected to have/or be:

- Recent Regular, Reserve, and/or CFAV service, including recruit training and experience in building a training programme.
- Enjoyment in providing outdoor opportunities to students and have an ability to encourage those who may be outside of their comfort zone.
- Be a forward-thinking and innovative practitioner who also values our rich history, tradition, and ethos.
- Willing to be involved in wider school life.

CCF

The successful candidate will be the School Staff Instructor of the Fettes College CCF. This might ideally suit a candidate who has served as an SNCO, WO or Officer in the Regular, Reserve and/or Cadet Forces.

Aspects of the role:

A role model to all students with a strong understanding of the Fettes CCF training objectives: teamwork, leadership, resilience and communication. We encourage our students to take ownership of their training by providing them with clear objectives and targets, whilst being encouraged and monitored by the staff. The role entails regular communication with staff, students and families and this needs

to be handled with care and diligence.

A comprehensive understanding of CCF/military training activities, security procedures and be, or become efficient in the use of the cadet administration platform (Westminster). They will need to support CFAVs with administration, pay runs and organising any required or desired training.

A current and experienced instructor who can deliver and adapt lessons from the CCF training syllabus and can also empower senior students to deliver training themselves, whilst evaluating and providing feedback on their performance and development.

An ability to remain flexible and have an understanding that the co-curricular programme complements the academic syllabus and should be planned accordingly. Planning in advance, coordinating with the school calendar and engaging with the various outdoor agencies is also essential.

The candidate will need strong interpersonal skills and be able to build and maintain relationships with Regular and Reserve military units to enhance CCF training. This should also extend to students, staff and families.

The SSI is essential in facilitating overnight and training exercises that help to develop the cadets. They will also need to coordinate and lead on CCF camp, the Leavers' Parade and maintaining and organising unit stores with 51 Brigade.

Outdoor Education

A varied outdoor enthusiast who has a strong understanding of the social, physical and mental benefits achievable through outdoor learning. A flexible thinker who can assess risk quickly and evolve training accordingly.

Must be warm and approachable, able to add value to a team of staff, given that the Outdoor Education department requires volunteers from across the wider school community.

Equipment management - we are fortunate to hold a large store of equipment that needs to be maintained and utilised in order to support training.

Will need to help plan, organise and attend creative weekend activities that offer experiences and development opportunities to all year groups, promoting teamwork, leadership and resilience.

Large Scale School Events

Support the member of staff in charge of Outdoor Education to ensure that the DofE expeditions run smoothly, including supervising expeditions as a member of staff.

Help to co-ordinate and play a leading role at the Third Form Field Week (TFFW), a student enrichment week that offers a wide range of Outdoor Education opportunities.

Key Duties and Responsibilities

The SSI and Outdoor Education Support is a vital position, working closely with the CCF Contingent Commander and supporting the Teacher in Charge of Outdoor Education, and various other stakeholders within the staff team to deliver a comprehensive cadet experience and outdoor education programme. This includes:

CCF Training

- To assist in the planning, administration and delivery of an effective training experience.
- To plan, organise and de-conflict the weekly training programme in conjunction with the Contingent Commander, liaising with and booking external personnel/agencies, as appropriate.
- Attendance at all CCF events including Summer Camp and Field Days.
- To assist the Contingent Commander in completing all associated administration/returns and training programmes. This will include bids for training facilities, stores, equipment, transport, food and accommodation and attendance at camp and training area conferences as necessary.
- To instruct and advise cadets and CFAVs in military training, including skill at arms, range management and live firing, fieldcraft, drill, and ceremonial events.
- To organise and record annual mandatory training and authorisation, logging this onto Westminster.
- Act as Health and Safety Officer for the CCF and ensure that it is fully compliant with Fettes College and MOD policy.

CCF Equipment and Stores

- To support the administration of CCF clothing, equipment and stores.
- To ensure that all requested equipment is available for CCF training, field days, overnight exercises, courses and camps.

- To record and control all clothing and equipment issues to cadets and staff, including billing for lost/damaged equipment as necessary.
- To maintain all equipment to a high standard of cleanliness and functionality and carry out Unit Mandatory Equipment Inspection.
- To provide safety protocols and advice to users for all equipment issued from stores as necessary.
- To be routinely available to staff and cadets for CCF-related requirements (kit issue, exchange and replacement).
- To purchase and maintain items required for training.
- To perform weekly and monthly arms and ammunition checks.

Duke of Edinburgh Programme Support

- Support the delivery and administration of the Duke of Edinburgh (DofE) Award, with particular focus on the expedition section, including monitoring participation and attendance.
- Assist with route planning in collaboration with external providers and support the booking of venues for DofE expeditions.
- Work closely with the Teacher in Charge of Outdoor Education to ensure all expedition logistics are in place (transport, medical provision, catering, equipment, and emergency planning).
- Support the coordination of staff training to enable colleagues to qualify as DofE leaders, supervisors and/or assessors.
- Maintain an up-to-date first aid qualification and contribute to maintaining relevant professional qualifications required for the role.

Expedition Equipment

- Support the procurement of outdoor education equipment in line with departmental needs and allocated budgets.
- Assist with maintaining accurate equipment inventories and conducting termly checks.
- Help coordinate the repair, maintenance and replacement of equipment as required.

Outdoor Education Support

- Assist the Teacher in Charge of Outdoor Education with the preparation of risk assessments and health and safety documentation.
- Liaise with external agencies, as directed, to help ensure equipment, staff training, and qualifications remain compliant (e.g. climbing wall and low ropes course).
- Support the planning and delivery of Outdoor Education activities,

including trips during term time, weekends and school holiday periods.

- The SSI and Outdoor Education Support will be expected to take a full part in school life, this will include but may not be limited to:
 - Attend Staff Meetings and other school events as required.
 - Undertake other duties as reasonably requested by the Head or line manager (Deputy Head School Life).
- Flexibility in weekday working hours will be based around weekend training requirements. This will be authorised by the CCF Contingent Commander and Deputy Head (School Life).

Administration

- To provide administration, logistical and training support to the Contingent.
- To support the Biennial Inspection, in conjunction with the Contingent Commander, and Remembrance parades(s) in conjunction with the Senior Deputy Head.
- To input CFAV, cadet and other contingent information into Westminster, including weekly parade night attendance and a log of all CCF training events in the Westminster event diary. Book all courses and ensure Fettes College CCF meets MoD Governance Report requirements.
- To undertake visits and journeys deemed appropriate by the Contingent Commander on contingent business (e.g. reconnaissance of proposed training areas).
- To represent Fettes College at CCF conferences and meetings as necessary.
- To update standing orders, regulations and training manuals etc.
- To be responsible for preparing and manning all CCF demonstrations e.g.: School Open Days and external events.
- To assist with other duties associated with the Contingent as deemed appropriate by the Contingent Commander.

This job description is not definitive and may be adapted depending upon the skills and interests of the successful applicant.

Person Specification

Qualifications and Skills

Essential

CCF or HM Forces:

- Experience as a SNCO, WO or Officer in the Regular, Reserve and/or Cadet Forces

- Experience in delivering training to Regular/Reserve personnel and/or cadets
- Relevant instructor qualifications
- Experience in maintaining military equipment

Outdoor Education:

- Experience in a range of outdoor activities
- Experience of planning and supporting expeditions

Desirable

CCF:

- Good practical knowledge of cadet activities (field craft, map reading, adventurous training, skill at arms, first aid, drill)
- Understanding and experience of managing Health and Safety
- Hold or obtain Government Security Clearance
- Skill at Arms Instructor
- Range Management Qualifications
- Exercise Conducting Officer Qualification (M Qual)
- First Aid Instructor
- Understanding of ACSMS
- DI Minibus license and FMT600
- Knowledge of military stores and accounting

Outdoor Education:

- Relevant Outdoor Education NGB qualifications
- Good practical knowledge and experience of DofE expedition requirements

Skills and Attributes

- Competent in the use of Westminster and other cadet MIS
- Excellent classroom management skills
- Excellent organisational skills
- Excellent record keeping
- Professional manner
- Desire for continual development and improvement
- Ability to inspire, motivate and challenge students
- Collaborative and team-working approach
- Shared responsibility approach
- Positive “can do” attitude
- A desire to develop and help others

- Personable and approachable
- A willingness to enter into the spirit of the school, and contribute to the wider life and work of the school
- Commitment to safeguarding

Benefits

This is a term-time plus position, working approx. 40 hours per week, however much autonomy is given to the post holder, as the role has clear objectives. The school timetable runs between 0800 and 1830, Monday to Friday, and 0800 and 1600 on a Saturday, inclusive of morning and lunch breaks. A vital part of the Outdoor Education syllabus is weekend work which normally takes place on a Sunday between 0900 and 1500, unless departing on a Saturday afternoon for a longer excursion, and time off in lieu will be given. Tuesday and Thursday afternoons are sports afternoons when Outdoor Education takes place. In addition, attendance is required at DofE Expeditions and Third Form Field Week. Some trips, CCF Camp, Bisley, CCF Courses, etc. take place during the school holiday periods.

The remuneration package will be competitive and will, to an extent, depend on the experience of the successful candidate. School Staff Instructors are also entitled to claim up to 51 days of Voluntary Allowance (VA) from the MOD in support of Cadet Activity.

Annual Salary: Circa £37,000 depending on experience

Staff Benefits: In addition to being part of a great team you will be entitled to a range of benefits that include:

- Parking within the campus grounds. The campus is easily accessed by car and bus; there is a bus stop located outside the campus serving a number of routes across the city and to rail stations.
- Membership of Westwoods gym and health club which offers a range of excellent fitness and leisure facilities including a 25m swimming pool.
- Free lunchtime meals during term time, and at other times when catering is provided, and you are on duty.
- Life insurance scheme.
- Excellent Employee Assistance Programme (EAP).
- You will be opted into the Fettes College Pension Plan after 3 months service. This scheme is a money purchase one, operating as a salary exchange plan. The College will

contribute to the scheme a minimum of 8% and you will contribute a minimum of 2%. Fettes operate a contribution matching scheme up to 12% of base salary.

- Access to discounted healthcare, additional life insurance, shopping discounts, etc through our 4me benefits portal.

Application Process

The closing date for applications for this role is Wednesday 3rd June. Interviews will take place the week beginning 8th June. To apply please go to our website and follow the link for this vacancy: www.fettes.com. If you would like further information prior to applying for this role, please contact Mr Mark Appleson, Deputy Head (School Life) (me.appleson@fettes.com). Interviews may be scheduled, and we reserve the right to appoint, prior to the closing date.

All applicants are asked to provide a CV and covering letter setting out how you meet the person specification and what you feel you can bring to this role.

An offer of employment will be subject to two satisfactory references and a clean report being obtained from the Disclosure Scotland PVG Scheme in view of the contact you will have with children during your normal duties.

We are passionate about creating a diverse workforce and welcome applications from under-represented communities. We particularly encourage applications from Black, Asian, and Minority Ethnic (BAME) candidates. If you would like to have an informal chat about the inclusive culture at Fettes College, or have any questions about how this might work for you, please contact Anushka Chakravarty, Deputy Head (Academic) at A.Chakravarty@fettes.com.



About Fettes

The school stands on a magnificent site of approximately 100 acres, within walking distance of Edinburgh's city centre and is a leading HMC co-educational independent boarding and day school, with our Prep School from age 5-13, with a Pre-Prep for 5-7 and a Prep School from 7-13. Known for its academic excellence, Fettes is unique in Scotland in following the English curriculum of GCSE examinations and the dual pathway of A Level and International Baccalaureate (IB) in Sixth Form. Fettes has a strong focus on pastoral care and all-round education, providing students with *'A place to live. A place to learn. A place to grow'*. Founded by Sir William Fettes in 1870, it was originally a boy's school and started admitting girls in 1970. The main building was designed by one of Scotland's leading architects, David Bryce. We are a community of more than 1000 individuals, made up of just under 700 students and over 300 dedicated staff.



Fettes Moving Forward

Our vision

We have created and developed a bold vision for Fettes, one which focuses on what we believe Fettesians should aspire to be, the skills they will need in life, and the impact we want them to make in the world.

We have called this Fettes Moving Forward: A place to live. A place to learn. A place to grow.

*You can discover our vision –
and how it shapes and informs
our future – at
[Fettes.com/vision](https://www.fettes.com/vision)*

