



School Staff Instructor - CCF

Magnus Church of England
Academy

May 2025

Welcome

Dear Colleague

Thank you for your interest in applying for the position of School Staff Instructor at Magnus Church of England Academy. We're really pleased you are considering working with us in a role that is key to our continued improvement and development at our school.

Magnus Church of England Academy is a mixed 11-18 academy in Newark, we are a partner school of the Diocese of Southwell and Nottingham Multi Academy Trust. We are a growing academy, with student numbers increasing year on year, you will be supporting the Principal and working closely with two Vice Principals and four Assistant Principals.

We set high expectations and aspirational targets for all our students ensuring they make outstanding progress through our broad and balanced curriculum and Christian ethos.

Magnus is on a mission to become an outstanding school and our most recent Ofsted (May 2019) praised and recognised the hard work of both staff and students in 'making a difference to pupils outcomes' our journey is not yet over, and you will need to have energy, enthusiasm and resilience to be the candidate we are looking for.

We have a great Senior Leadership team that is vibrant, hardworking and supportive and we are truly excited to be looking to gain a new team member.

If you would to discuss this position informally at any stage, or arrange a visit please feel free to get in touch.

In the meantime, we very much look forward to receiving your application.

Yours faithfully

Mrs Anna Martin
Principal

Vision & Values

Our Vision

Develop people of good character who achieve excellence and make a positive contribution to their communities.

Our Mission

Our mission is to ensure that:

- students develop the knowledge, skills and character to live happy, healthy and successful lives
- all are included and work hard to fulfil their potential regardless of background or starting point
- student choices are not limited by self-belief, opportunity or circumstance.

This can be achieved at Magnus through world class learning, high expectations and through encouraging personal, moral and spiritual development within a Christian framework.

OUR CORE VALUES



DETERMINATION

Have the courage to work hard and keep going with a relentless drive to achieve excellence.

"Run in such a way that you may win." 1 Corinthians 9 v24

AMBITION

Have the belief and drive to succeed, placing no limits on what can be achieved.

"I can do all things through Christ who strengthens me."
Phillips 4 v13

COMPASSION

Comfort and support all those in need and offer grace to all in our community.

"Be like minded, be sympathetic, love one another, be compassionate and humble."
1 Peter 3 v8

INTEGRITY

Have the strength of character to choose honesty and truth at all times and be accountable for our actions.

"We are taking pains to do what is right not only in the eyes of the Lord but also in the eyes of man."
2 Corinthians 8 v21

HUMILITY

Recognise and respect the value of everyone and celebrate success together.

"Be completely humble and gentle; be patient, bearing with one another in love."
Ephesians 4 v2

Job Description

Job Title: School Staff Instructor (SSI) CCF

Salary: Grade 5 (circa £24,996-£28,055 for a full time, pro-rated equivalent)

Hours of work: Full or part time considered

Responsible to: Principal

Post Objective:

To lead, establish and implement the CCF (RAF) on the school site, directly managed by the Principal ensuring high recruitment of student numbers and a successful CCF unit. The SSI is a key CCF staff member whose principal role is to organise and deliver military and adventure training to the CCF (RAF). The SSI role is central to the smooth and efficient running of the contingent and the development of the leadership potential of cadets. Duties include admin responsibilities for the contingent. Responsible for all paperwork for any activities planned. Recording of activities on Westminster and other MOD sites. The keeping of stores. Checking and distributing equipment to cadets and ensuring their suitability for task in hand. Keeping a detailed record of all equipment in stores.

A full time SSI will also be required to fulfil another whole Academy role alongside the CCF responsibilities which match his/her qualifications and experience.

CCF Responsibilities:

Instruction and Training

1. Plan and deliver military and adventurous instruction and training to CCF Staff and Cadets including mandatory safety tests.
2. Plan and deliver both military and adventurous training camps, shooting and Cadet Competitions.
3. Assist in the management of the Duke of Edinburgh Award Scheme for the CCF and for pupils outside the CCF.
4. Lead on the development and delivery of Public and Uniformed Services Qualifications
5. Ensure recruitment of student cadets through active promotion and front facing leadership.
6. To be responsible for preparing and manning all CCF demonstrations on, for example, Open Evenings, Parents Evenings and other school events (some weekend work required).

Equipment and Administration

1. Responsibility for the issue, care, maintenance and accountability of all MoD and CCF equipment and run the academy adventurous training stores.
2. The daily control of the issue, receipt, maintenance, security and serviceability of arms, ammunition and explosives held in the Armoury security facilities. Function as the principal key controller to the Armoury
3. Take a key role in the running of the Westminster Database.
4. Ensuring all CCF paperwork is completed
5. To produce all risk assessments, RAs and EAMs needed for contingent training and to ensure that all activities are carried out as safely as possible.

Other duties

1. Attend all meetings and conferences as required.
2. Establish Uniformed Services Qualification
3. Observe health and safety procedures and work safely at all times;
4. To be responsible for your own continuing self-development, undertake training as appropriate to the working environment, location and developments in your role;
5. Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;

Academy Responsibilities

- To ensure behaviour systems are followed consistently in all dealings with students
- Contribute to our Period 6 Enrichment curriculum.
- To run break, lunch and after school sessions to encourage CCF engagement.
- To support practical learning as need arises, in line with the CCF curriculum.
- To meet and greet all students on arrival to school CCF sessions
- Ensure you promote the safeguarding the welfare of the children and young people at all times and adhere to and ensure compliance with the Academy's Child Protection Policy at all times.
- Perform any task or duty under the reasonable direction of the Principal.

The responsibilities of the post may be reviewed and modified in light of the needs of the academy. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder.

Note: It is expected that all post holders at Magnus Academy take part in training opportunities provided as part of their continued professional development and that any gained time to be taken in lieu.

Determination | Integrity | Ambition | Humility | Compassion

Person Specification

Category	Essential	Desirable
Qualification and Training	<ul style="list-style-type: none"> • SML or JSMEI • Full, valid UK driving licence, with the ability to drive minibuses (category D1) or willingness to undertake training to fulfil the requirement 	<ul style="list-style-type: none"> • Willingness to convert JSMEI/ to SML • SP/RLT climbing Qualifications • HAZMAT qualifications • First Aid at Work qualified • Outdoors activity qualifications (RYA / BCU etc.) • SA07(M) or Equivalent • KGVI Course at CTC • SA(90)B Range Qualification • SAA - Train and Weapon Test Cadets
Skills & Knowledge	<ul style="list-style-type: none"> • Be computer literate – word, email, excel • Have good administration skills – ability to control accounts, book transport and courses • Have an awareness of Health and Safety • Knowledge of the Cadet forces ethos and a desire to support, encourage and develop cadets • Ability to prioritise • Ability to work on own initiative or under pressure • Good communication skills both written and oral 	<ul style="list-style-type: none"> • Be familiar with and ability to use the Westminster MOD Database • Ability to run the D of E Award Scheme • Have good contacts with the services • CQMS qualification or store ACCT experience desired. • Have an awareness of Health and Safety in a CCF environment
Experience	<ul style="list-style-type: none"> • A proven record of administration, preferably in a training environment 	<ul style="list-style-type: none"> • Previous experience with Cadets or young people • Hold senior rank in the Armed Forces (Regular, Reserve or Army Cadet) -SNCO or Warrant Officer status
Personal competencies and qualities	<ul style="list-style-type: none"> • Willingness to take on further responsibilities in the overall management of the CCF • Calmness under pressure • Smart, presentable and a mature, responsible approach • Confident and friendly manner • Discreet and confidential • Self-motivating • Mentally and physically fit • Be prepared to work long, sometimes odd flexible hours including weekends and week-long camps away from home 	

Further Information

Why work for Magnus Church of England Academy?

- Rapidly improving school on a journey from 'Good' to 'Outstanding'
- Highly visible and supportive SLT
- Investment in leadership and career development
- Meaningful and exciting CPD that supports and develops all teaching staff
- No grading of lesson observations, a belief that everyone is always learning
- Rigorous and easy-to-use behaviour system
- Well behaved students who are polite, respectful and look smart
- Become part of the Magnus family – an enjoyable and rewarding working environment.

Application packs can be obtained from: www.magnusacademy.co.uk

Application Deadline: Tuesday 22nd April – 9am

Get in touch

If you would like to discuss the position informally at any stage, or arrange a visit please feel free to get in touch by contacting Miss Madison Combella (PA to Principal), who will organise this for you.

Email: MCombella@magnusacademy.co.uk.

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