



Mossbourne
Combined
Cadet Force

Recruitment Pack

Contingent Commander for
the Combined Cadet Force

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About the Mossbourne Federation

The Mossbourne Federation is a network of primary, secondary and Sixth Form academies providing the children of Hackney with an incredible education from 4 to 18 years of age. Our secondary Academies are Mossbourne Victoria Park Academy (MVPA) and Mossbourne Community Academy (MCA).

Courtesy, hard work and excellence are our guiding principles. These are embedded alongside the Federation values of:

Excellence:

We do everything to the best of our ability, always.

No Excuses:

We believe that anything is possible, we just have to know how.

Unity:

We work together towards our goals, with integrity.

The Mossbourne ethos is founded on a belief in simple, traditional values combined with an innovative approach to learning. Our staff strive towards a common goal:

being the best we can be, ensuring every student, every teacher and every member of staff fulfils their potential.

This is based on a philosophy of continuous improvement, always learning, always looking for a better way to do things. We are a supportive family that shares experiences, knowledge, and ideas in an environment that welcomes input and challenge.

We are always looking forward but are proud of our history. Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. All learners, regardless of ability, benefit from evidence informed approaches to teaching and learning. The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

Alongside our curriculum, Mossbourne offers students access to an ambitious and varied co-curricular programme of enrichment activities designed to:

- **Broaden the worldview and aspirations of young people**
- **Promote the development of key life skills**
- **Support good physical and mental well-being**

The five strands of our co-curriculum offering are:

- **Architecture and the Built Environment**
- **Combined Cadet Force**
- **Medicine**
- **Music**
- **Rowing**

We work in partnership with the Mossbourne Charitable Trust to provide funding for these transformative enrichment programmes.

All of our secondary students also benefit from our timetabled Bourne Scholar enrichment programme that forms part of every child's core curriculum.



The Local Area

Mossbourne Federation is based in one of the capital's fastest-growing and most diverse areas within the metropolitan borough of Hackney. We are easy to get to from all parts of London, located a short walk from Hackney Downs and Hackney Central stations. Major routes connect us to north, east, west and south London on the Overground network, providing a no-fuss commute for colleagues living in other London boroughs.

Hackney attracts people from all over the world with its creativity and vibrant urban life. It's where high-end luxury fashion meets the edgy innovation of Box Park, and Michelin-starred restaurants sit alongside street-food stalls where you'll find the culinary stars of tomorrow. It's this kaleidoscopic mix of innovative business, alternative entertainment and a wide variety of restaurants that makes Hackney so appealing.

As a member of staff, you will receive local benefits and discounts to make the most out of working in our lively borough. You'll find more about our enhanced benefits later in this pack.



Our Secondary Academies

Mossbourne Community Academy (MCA)

The Mossbourne Federation's flagship academy, Mossbourne Community Academy (MCA) is built on high expectations and doing right by the pupils in our care in order for them to succeed. MCA, The Times' London School of the Year in 2023, has not only changed the face of education in Hackney but has also raised the bar in educational expectations to the highest level; we achieve recognition nationally for setting a new benchmark for non-selective comprehensive education. All pupils, regardless of background or ability, are encouraged to achieve their true potential and the behaviour of our pupils is exemplary. With outstanding GCSE and A Level results year on year, Mossbourne Community Academy is placed within the top 1% of schools in the country. We are tremendously proud that our most recent Ofsted Inspection, dated November 2021, judged the academy as 'Outstanding' and starts with the sentence 'Mossbourne Community Academy changes pupil's lives for the better' because that is what we do, year on year.

Mossbourne Victoria Parkside Academy (MVPA)

At Mossbourne Victoria Park Academy (MVPA) we continue to build on the Federation's ethos of exceptional education for all our pupils. With learning at the heart of everything we do, MVPA continues to raise expectations and achievement in Hackney and its neighbouring boroughs, with the belief that all pupils can fulfil their true potential. We also focus on 'the invisible curriculum'. Manners, conversation, personal presentation and honesty are all highly valued at the academy, and we ask parents and carers to work with us in partnership to guide students through these vital years. Staff, students and parents are all proud members of our school community, and together we have created an exceptional place to learn. To support students' academic, social and behavioural needs, we offer an extensive range of interventions and work closely with the pastoral and curriculum teams to ensure that each student is able to reach their potential.

If you want to be part of the team that is improving the future of our students, then read on!



Contingent Commander for the Combined Cadet Force



Salary:

Competitive

Hours:

12-16 hours per week either part time or full-time in combination with teaching or non-teaching responsibilities. Additional days may be required for camps and CCF training/ceremonial event days

Full time equivalent:

Part-time or Full-time –
52.143 Weeks per annum

Contract type:

Permanent

Responsible to:

Federation Assistant Principal
(Co-Curricular)

Responsible for:

Cadets, SSI, CFAVs, Staff Training & Administration of the CCF Scheme

Location:

Required to work at the Mossbourne Federation Sites

Key working relationships:

Central Services, Staff, Students,
Parents, External agencies

The Mossbourne Combined Cadet Force

In partnership with the
Honourable Artillery Company
(HAC)

Are you passionate about youth development, adventure, and leadership? The Mossbourne Federation is seeking a dedicated individual to spearhead the establishment and growth of our inaugural Combined Cadet Force (CCF) as a Contingent Commander. While prior experience in cadet training is advantageous, we welcome applications from individuals who are eager to learn and grow into the role of Contingent Commander. The role can be tailored to suit the circumstances of the applicant, whether they prefer a part-time or full-time position, and whether they have a background in teaching or non-teaching roles. All applicants will have a genuine enthusiasm for youth development, adventure, and leadership, with a commitment to empowering young people to succeed. This is an exciting opportunity to make a lasting impact by nurturing the skills, character, and opportunities of Mossbourne pupils through an enriching cadet experience.

Main Duties & Responsibilities

Leadership and Management:

- Establish the Combined Cadet Force as a vital component of school life.
- Lead the growth and development of the CCF, alongside the School Staff Instructor (SSI).
- Shape the future direction of the CCF within the Federation.

Safeguarding and Compliance:

- Ensure adherence to the appropriate Ministry of Defence (MoD) and Federation's Safeguarding Policy.
- Ensure all adults who are working with the students understand and adhere to the Federation Safeguarding Policy.
- Uphold Federation values and policies, promoting no-excuses, excellence and unity.

Operational Management:

- Develop and implement a yearly programme for cadets and staff.
- Plan and oversee training sessions, exercises, residential camps, and events.
- Manage budgets and accounts, ensuring compliance with regulations.
- Coordinate nominations for National Courses and liaise with the Ministry of Defence (MoD).
- Ensure the Army database (WESTMINSTER) is kept up to date with current records.

Recruitment and Engagement:

- Recruit, train, and manage any adult volunteers for the contingent as necessary.
- Promote CCF opportunities and benefits to students and parents.
- Oversee cadet recruitment and retention efforts.

Communication and Public Relations:

- Publicise CCF activities internally and to external stakeholders.
- Represent the Federation at meetings, functions, and ceremonial events.
- Report on CCF events for Federation publications, websites and stakeholders such as Principals, governors, and parents.

Training Administration:

- Assist with training programmes and materials.
- Coordinate facility bookings, transport, accommodation, rations and equipment issuance.
- Ensure compliance with safety regulations and training protocols.

Discipline, Health, and Safety:

- Maintain discipline, dress and health & safety standards within the unit.
- Report accidents and maintain risk assessments.
- Liaise with Heads of Year and parents regarding non-attendance and safety concerns.

Ceremonial and Special Events:

- Organise and oversee ceremonial events and parades.
- Attend regimental social events as necessary to support the positive promotion of the contingent.

Other Duties:

- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Must be available to work out of hours for CCF activities across the year by arrangement, to attend and take part in all CCF organised trips and activities.

Essential/ Desirable	Requirements	Assessment Criteria		
		Interview	Application Form	Task
Experience				
Desirable	A proven track record of success in middle leadership	X	X	
Desirable	A track record of supporting staff in improving their practice	X	X	
Desirable	Previous similar experience preferably in a school / CCF-based environment	X	X	X
Essential	Confidence in handling new situations & leading from the front	X		X
Essential	Punctuality, reliability & ability to maintain a high level of confidentiality		X	
Essential	Excellent written & spoken English, able to communicate effectively at all levels		X	X
Essential	Ability to reflect on your own and student performance and adapt practice accordingly	X		X
Essential	Ability to develop and maintain positive relationships with all stakeholders	X		
Essential	Ability to multi-task effectively working to tight deadlines	X	X	
Essential	Ability to prioritise workload in a busy environment, paying attention to detail		X	
Essential	Flexible, effective & proactive team member employing initiative to deliver work		X	
Qualifications				
Desirable	Adventure training qualifications		X	
Desirable	Range management qualifications		X	
Desirable	Health & Safety Training relevant to the post		X	
Desirable	Sector knowledge & experience relating to Cadet Force coordination		X	
Desirable	A willingness to undertake all relevant CCF qualifications and training required for the role	X		

IT Knowledge				
Essential	Adept at using the MS Office suite of applications & communication tools		X	
Desirable	Ability to swiftly adapt to and utilise new & varied systems & software		X	
Behavioural Competencies				
Essential	Excellent analytical, written and verbal skills	X	X	X
Desirable	Strategic approach, organisational perspective and lateral thinking	X		
Essential	Ability to meet deadlines internally and externally ensuring output of a consistently exemplary standard		X	
Essential	Conscientious, motivated and possessing integrity & commitment	X		
Essential	Commitment to meeting deadlines internally and externally ensuring output consistently is of an exemplary standard	X		
Essential	Proactive, excellent time management & prioritisation skills	X		
Essential	Genuine interest and passion for education and the ability to contribute more widely to Federation life and community	X	X	
Applicable to all staff				
Essential	Participate in ongoing training to fulfil the requirements of the role	X		
Essential	Support the Federation verbally and non-verbally through actions and attitude, including adjusting performance and practice in accordance with Federation initiatives and findings		X	
Essential	Recognise your role as part of the succession of the federation	X		
Essential	Play an active role in the Safeguarding of students, staff & visitors	X		X

Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. The document is not a comprehensive list; it simply outlines expectations of this role. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children. Applications will be assessed upon receipt, and we reserve the right to interview and appoint prior to the closing date. An early application is therefore strongly advised.

Benefits

Pension Provision

Teacher Pension and Local Government Pension Scheme for teachers and non-teaching staff respectively.

Free Healthcare Provision via Benenden Health

Fully paid membership of an award-winning private healthcare provider, Benenden Health, to provide you with additional support with your health and wellbeing. Access a range of services including a 24/7 GP Helpline, 24/7 Mental Health Helpline, Physiotherapy and Cancer Support.

Confidential Employee Support

Access to confidential mental health, wellbeing, and financial support, plus dedicated wellbeing and mental health leads.

Better Gym Membership

Discounted local (Hackney) or UK-wide gym membership. Pay in monthly instalments as opposed to one lump sum.

Cycle to Work Scheme

Get fitter cycling to work! A loan is available for the purchase of a bicycle of your choice, payable in monthly instalments.

Free Staff Fitness

Free weekly circuit training sessions (MVPA) or yoga (MCA) with a qualified trainer. Suitable for any level of fitness.

Discounts at Local Shops, Cafes and Restaurants

Recognising our place at the heart of the community, we offer a selection of discounts for academy staff at local shops, cafes and restaurants.

Special Leave Policy

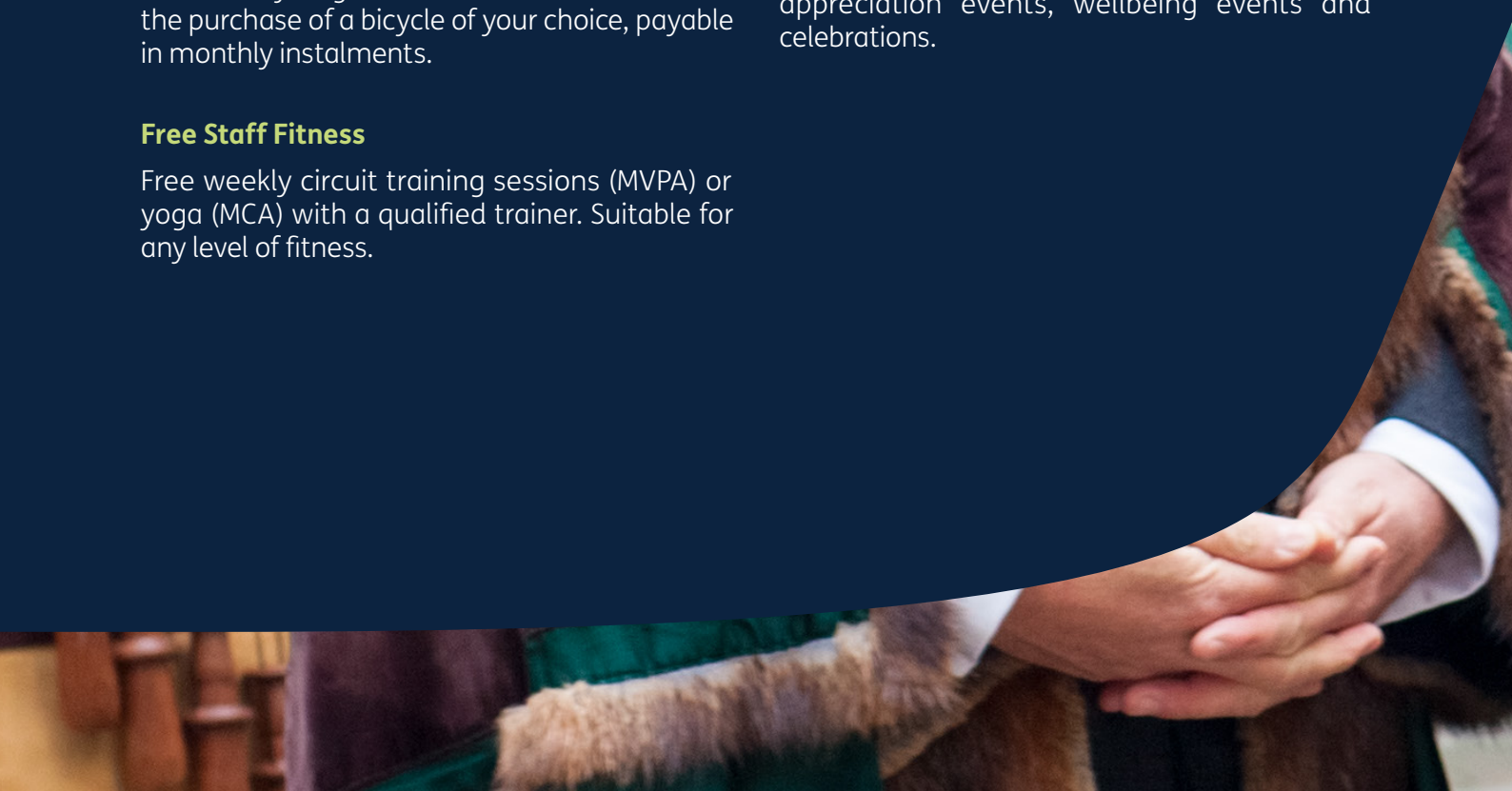
At Mossbourne, we offer special parental leave, part-paid paternity leave and enhancements to maternity leave. We believe in meeting our staff where they are and support exam leave, sabbatical leave and other personal requirements.

Career Progression & Excellent Professional Development

We have a bespoke CPD calendar and annual Federation conference as well as many localised training, coaching and mentoring opportunities and support from a dedicated HR team and training budget.

Staff Appreciation Events

Recognising staff who go the extra mile is part of our DNA. We offer awards through a peer and leader nominated 'shout out' scheme, appreciation events, wellbeing events and celebrations.





Application Process

Application Deadline

Completed applications must be received by 9am on **May 1st 2024**.

Please submit your application through our website: <https://job.mossbourne.com/>

Completing Your Application

Candidates are asked to complete all the standard information required on the application form and to submit a supporting statement outlining their suitability for the role.

Selection Procedure

Shortlisted candidates will be invited to complete proficiency assessments and to attend an interview with a panel. More details will be given to shortlisted candidates.

Discussion & Visits

Confidential and informal discussions with the CEO are welcomed. Please arrange a suitable time with Stephen Greenman, Head of Human Resources on recruitment@mossbourne.org

Candidates are also welcome to arrange a site visit to observe what makes Mossbourne the learning environment we are so proud of.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases, at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

Get in Touch

Candidates are welcome to get in touch with us for any questions they may have during the process.

We wish you the best of
luck with your application
and look forward to
hearing from you.

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