



Mossbourne
Combined
Cadet Force

Recruitment Pack

School Staff Instructor 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:

- **Built Environment Programme**
- **Combined Cadet Force**
- **Medical Path**
- **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 Park Academy (MVPA)

At Mossbourne Victoria Park Academy (MVPA) we continue to build on the Federation's ethos of exceptional learning for all our pupils. MVPA received our first 'Outstanding' rating from Ofsted in 2023. Inspectors noted that MVPA "provides an exceptional education for its pupils" who are "polite, articulate, hardworking and ambitious". 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.

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

School Staff Instructor for the Combined Cadet Force



Salary:
Competitive

Hours:
Minimum 3 days per week

Full time equivalent:
52.143 Weeks per annum

Contract type:
Permanent

Responsible to:
Contingent Commander

Responsible for:
Cadets, Staff Training &
Administration of the CCF
Scheme

Location:
Required to work at the
Mossbourne Federation Sites

Key working relationships:
Central Services, School Staff,
Students, Parents, MoD

The Mossbourne Combined Cadet Force

In partnership with the Honourable
Artillery Company (HAC)

Are you passionate about youth development, adventure and seeking wider responsibility? The Mossbourne Federation is seeking a resilient and motivated individual who has excellent interpersonal, organisational and communication skills. As the School Staff Instructor for the Combined Cadet Force (CCF), you will have a significant role in supporting the Contingent Commander to develop the Mossbourne CCF even further and expand its enrolment and impact across our schools. Whilst prior experience in cadet training is advantageous, we welcome applications from individuals who are eager to learn and grow into the role of School Staff Instructor. 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, 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

Administration and Logistics:

- Ensure that officers and instructors are kept abreast of the latest directives from MoD and outside agencies.
- Producing, displaying and filing “Part 1 weekly routine orders”.
- Update databases with staff and cadet information and training progress, such as WESTMINSTER.
- Ensure compliance with MoD directives and maintain training material.

Supply and Inventory Management:

- Liaise with MoD Administrative Assistant for ordering and maintenance of stores.
- Indent and account for ammunition and pyrotechnics.
- Collect and return stores to appointed locations.

Equipment Care and Maintenance:

- Ensure compliance with MoD "Equipment Care" requirements.
- Organise and record mandatory equipment inspections.
- Conduct minor maintenance of equipment as needed.

Security:

- Apply security rules to unit accommodation, publications, clothing, and equipment.
- Complete and submit forms related to arms, ammunition, and pyrotechnics.
- Conduct annual security self-assessment.

Ceremonial and Special Events:

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

Uniform and Equipment Management:

- Manage accounting, storage, and maintenance of MoD and unit clothing and equipment.
- Issue and account for uniforms and equipment for cadets.
- Follow recovery procedures for returned uniforms and equipment.

Routine Training Administration:

- Support staff with training programmes and materials.
- Coordinate facility bookings, transport, accommodation, rations and equipment issuance, ensuring compliance with safety regulations.
- Assist with preparation of materials for lessons and activities.

Discipline, Health, and Safety:

- Support the Contingent Commander in maintaining discipline and health & safety standards within the unit.
- Report accidents and maintain risk assessments.
- Liaise with the Contingent Commander, Heads of Year, and parents regarding non-attendance and safety concerns.

Other Duties:

- To undertake management direction for cadet officers, volunteer staff and others responsible for cadets.
- 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	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	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	
Essential	Sector knowledge & experience relating to Cadet Force coordination		X	
Essential	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	

Essential/ Desirable	Requirements	Assessment Criteria		
		Interview	Application Form	Task
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	Be an integral member of the Central Services team with the initiative to work independently with minimal supervision.		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	
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 and Mental Health Helplines, Physiotherapy, Medical Diagnostics and Treatment, and Cancer Support as well as wellness courses, articles and webinars.

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 National Retailers

Our Benenden Health provider offers access to a range of retail benefits such as discounts on shopping, holidays, family days out, attraction tickets, software and appliances.

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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