



**GAD'S HILL SCHOOL
COMBINED CADET FORCE
CONTINGENT
COMMANDER**

Information for Applicants



Combined Cadet Force at Gad's Hill School

Gad's Hill CCF is a single service Army Contingent affiliated to the Corps of Royal Engineers. It was formed in 2000 with a first parade strength of some 30 cadets. Since then, CCF at Gad's Hill School has grown year on year and now boasts an establishment of over 150 cadets. We are a very driven and successful contingent and regularly enter cadets for such events as Military Skills Competition, CADSAAM and Cavalry Horse Trials. Our cadets are also involved in a high level of community engagement, with cadets representing the school on Remembrance Sunday, Corps Memorial Day, the General Gordon Parade, Armed Forces Day and Mayoral inauguration.

In addition to onsite training, the cadets also undertake weekend training camps, range days, annual camp and travel to Arnhem, Netherlands, each September for the airborne march. The contingent's sponsor unit is 1 RSME (some 5 miles from the school) and so benefits from direct support and visits to Brompton Barracks, the RE Museum and also the RE Boat Training Section at Upnor.



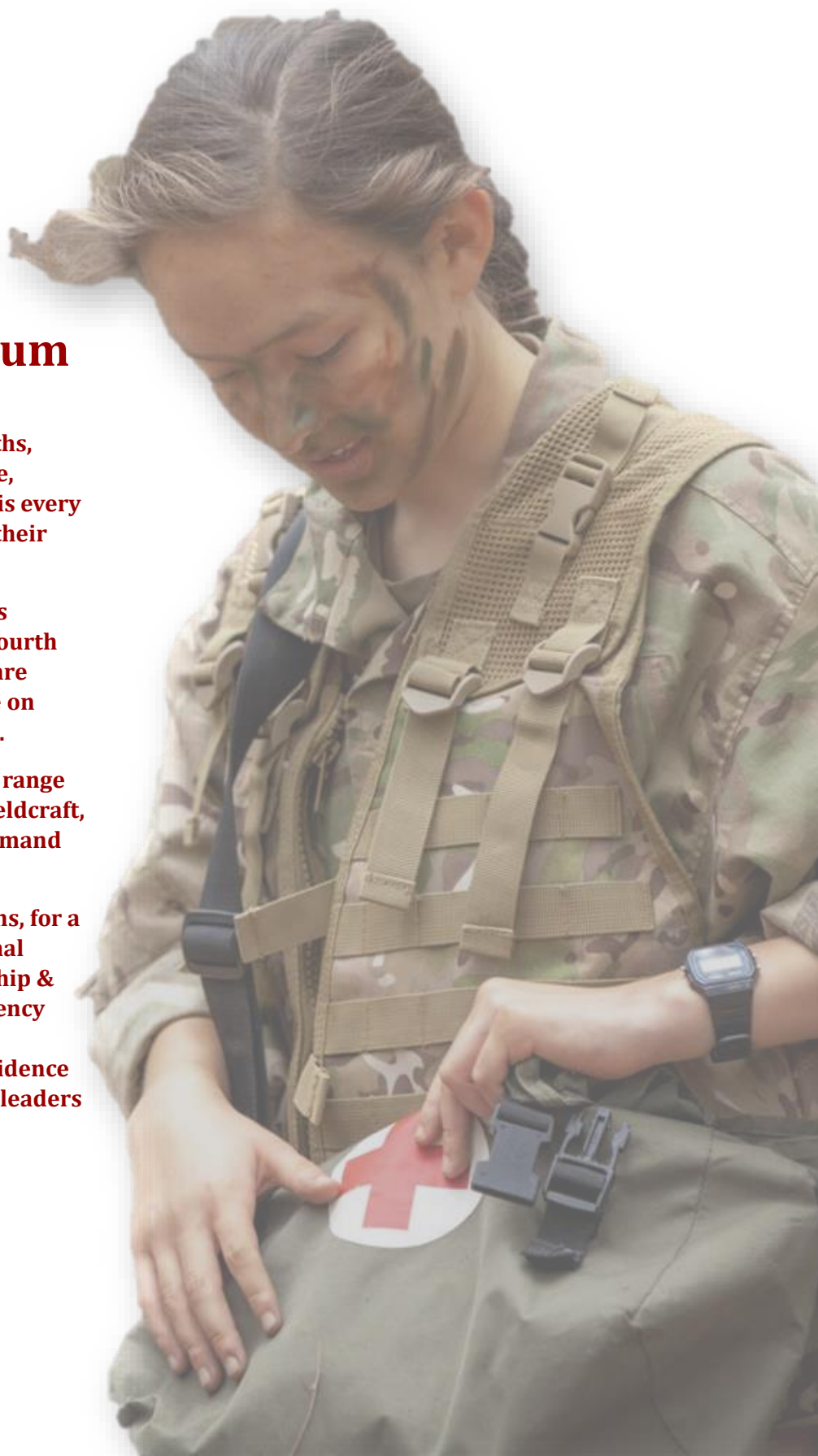
CCF in the Curriculum

At Gad's Hill, we believe that the development of core personal strengths, such as self-confidence, self-discipline, resilience, teamwork and leadership is every bit as important for young people as their academic progress.

To that end, participation in the CCF is required for all pupils in our Lower Fourth (Year 8) and above and CCF sessions are incorporated in our weekly timetable on Wednesday and Thursday afternoons.

In those sessions, cadets undertake a range of activities including skill at arms, fieldcraft, first aid, map and compass, drill, command tasks and adventurous training.

Our cadets study, via their CCF sessions, for a level 2 BTEC in Teamwork and Personal Development, an Institute of Leadership & Management Diploma, and an Emergency First Aid at Work qualification, to go alongside their academic GCSEs as evidence of the well-rounded, confident young leaders that they have become.







OUR SCHOOL

Gad's Hill is an independent day school for boys and girls aged three to sixteen years, located in Higham, near Rochester, Kent. Based within the former home of Charles Dickens, the School is ideally situated with easy access to the M2 motorway and high-speed rail connections to London. The School combines modern facilities with timeless values. The Lower School occupies purpose-built accommodation opened in 2013. The Upper School occupies Charles Dickens' former home, along with a range of other buildings including accommodation for specialist and practical subjects. At the present time, the School has about 380 pupils on roll and employs around 90 staff, approximately 40 of whom are qualified teachers.

OUR MISSION

Our mission is to enable our students to enjoy school, to achieve good academic qualifications and to develop those personal attributes and qualities which will guide them on their journey through life.

OUR VISION

Our vision is to be the first-choice independent school for families in Kent who value a well-rounded education for their children. It is our intention that our pupils leave Gad's Hill as confident, mature, articulate, pleasant and self-reliant young people who are well equipped to enter the world through a university education or career of their choice.

OUR VALUES

We value **excellence, enthusiasm, friendship** and **success**. These attributes underpin all that we do. Our mission, vision and values are shaped by our commitment to educate children holistically, as articulated by our school motto: "*First to thine own self be true*".

OUR ETHOS

We believe that children do well when they are happy at school and at Gad's Hill we pride ourselves on providing a friendly environment, where enthusiasm and hard work are the foundations for achieving success.

There is more to life than exam results alone and while Gad's Hill enjoys the reputation of receiving good GCSE results this is not our sole focus. We want to offer our pupils a foundation in life, working with them to become confident, motivated and articulate young people ready for the next stage in their education and life beyond.

Contingent Commander Specific Role Responsibilities

- To lead the Combined Cadet Force at Gad's Hill School.
- To produce and update a yearly programme for cadets, NCOs and Cadet Force Adult Volunteers (CFAVs) and ensure that all pupils are actively engaged according to School and MoD policy.
- To plan and oversee delivery of weekly training of cadets.
- To work closely with and line manage the School's SSI and CFAVs.
- To be the Delivery Duty Holder (DDH) for the Contingent
- To plan and oversee arrangements for all exercises, camps and training days and to oversee the arrangement of transport and catering as necessary.
- To recruit, train and manage suitable CFAVs to support the contingent.
- To oversee school staff and cadets whilst undertaking CCF training.
- To ensure that the contingent complies with the appropriate MoD and school safeguarding policies.
- To publicise the activities of the Contingent, internally, and externally to the wider School and parents, including reporting on CCF events for School publications.
- To ensure that accurate registers are maintained and missed attendance is followed up and appropriate action is taken.
- To monitor all budgets for CCF, including preparation of accounts for annual audit.
- To oversee CCF nominations for National Courses and training.
- To liaise with the MoD and ensure compliance with MoD regulations.
- To co-ordinate Continuing Professional Development of staff involved in CCF.
- To ensure that all suitable safety and control measures are in place covering legal compliance, in areas such as: health & safety; data security; weapons and ammunition; fire risk assessments; testing of staff and ensuring qualifications held are in date and current.
- To oversee the (6 monthly) weapon handling testing of all personnel.
- To ensure that the Army database (WESTMINSTER) is kept up to date with current records.
- To ensure cadets with aspirations for a military career are supported in their applications.
- To ensure the school is represented at all meetings, functions and ceremonial events appropriate to the positive promotion of the contingent.



Contingent Commander

General Teacher Responsibilities

- Provide effective and efficient teaching so that pupils learn and make good progress, including quality planning, preparation, marking, recording data, schemes of work and differentiation.
- Maintain an awareness of curriculum, educational, social and welfare issues at school, in Kent/Medway and nationally to ensure that the curriculum, programmes of study and teaching methods are up to date.
- Communicate with pupils, parents and other stakeholders as necessary to keep them informed of progress and developments.
- Meet published deadlines with respect to assessment data, marking and recording, reports, examination data, budgeting, registration/attendance data, coursework schedules, schemes of work, planning or any other tasks, to ensure that pupils, parents and the school are kept informed of progress and that the school has data available to track performance.
- Engage in training in order to maintain and improve personal skills and departmental performance.
- Undertake supervisory duties out of the classroom in order to maintain pupil safety and welfare.
- Carry out other duties, including cover, as required by the Senior Leadership Team.
- Contribute to the wider school community, such as through attendance at Open Day, organising events and transition events and activities for younger pupils.

Contingent Commander Person Specification

ESSENTIAL

- Military and/or CCF/ACF experience
- Experience in managing a team
- Capacity to inspire, motivate and energise the cadets
- Excellent organisation
- IT ability
- Military Qualifications (range-qualified and skill at arms)
- Understanding of the importance of safeguarding cadets
- Full driving licence

DESIRABLE

- Level 3 First Aid Trainer/Assessor qualification



Key Details

START DATE: From 8th January 2024

CONTRACT: Permanent, Part-Time: 0.4FTE + Camps

SALARY: £13,500

HOURS: 8.30am to 5pm, Wednesdays and Thursdays plus range days, field days, development weekends, camps and community events as required by the Headmaster

The Process

Completed application forms are to be submitted to the Headmaster, Mr Paul Savage, either:

- via the TES jobs online application form OR
- via the Gad's Hill School application form to his PA, Mrs Tracy Barker, by email to t.barker@gadshillschool.org

Completed applications must be received by the School no later than **4pm on Friday 27th October 2023**. Please note that if you do not receive an acknowledgement of your emailed application by this time **please contact the School as a matter of urgency as you should assume your application has not been received.**

Interviews will be held at the School for short-listed applicants and it is hoped that the selected candidate will be able to commence employment at the start of the Spring Term 2023, Monday 8th January 2024.

Gad's Hill is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All posts are subject to enhanced Disclosure & Barring Service checks (DBS) and pre-employment checks will be undertaken before any appointment is confirmed. An overseas police check will be required by candidates who have worked or resided outside of the UK, in the last 5 years.

