

A

AMPLEFORTH COLLEGE

CCF School Staff Instructor (SSI)





Note from the Head

Thank you for your interest in this role. It is both very exciting and a great honour to become the Head of Ampleforth. The College goes into 2023 with confidence, consolidating the excellent achievements of the past year. This approach is a team one, based upon the generous sharing of individual gifts by all pupils, staff and parents: our strength comes from the whole Ampleforth community, working together and appreciating and encouraging everyone's contribution.

Our efforts this year will be centred on our continuing drive to offer an excellent and broad education and maintaining the highest possible level of pastoral care. Our pupils are happy and balanced, able to grow their sense of individual well-being and discernment of what is good and true.

Good and inspiring teaching is key, however much the pupils learn for themselves. After all, the lessons we learn from others are often more important. Alongside the Ampleforth pursuit of academic excellence, the lessons we gain from music, drama, the visual arts, and sport are equally important for the whole person, the well-rounded character that Ampleforth appreciates more than other schools. We will continue to support a STEM approach to science, mathematics and technology teaching, a need recently highlighted by the Prime Minister. I also strongly support the performing arts, one of Ampleforth's many existing strengths.

We live in a time when the transformative nature of St Benedict's teachings is sorely needed in the wider world. Everything we do here at Ampleforth is influenced by these teachings. They provide a compass for life which helps nurture young people of integrity, compassion, courage, and insight, and also extends to our wider life in this most beautiful of valleys where there is the constant opportunity to learn how we can be better stewards of the Earth around us, understanding how we can be at harmony with each other, as well as serve the needs of others.

The dedication of the Governors, the whole staff, and of the many friends of Ampleforth has inspired me to give all I can to the collective goal of being a leading boarding school with a unique holistic approach to helping our pupils flourish.

Ampleforth is a great school and one I am proud to lead. I am confident that you will find your journey to working at Ampleforth to be as affirmative as I have, and that the motivation to be part of building up a great success story as the new chapter in a famous school, is compelling. I look forward to receiving your application and welcoming you very warmly and in person to this special place.

**Peter Roberts,
Headmaster**



Founded in 1802 and set in beautiful Yorkshire valley, Ampleforth College is the world's foremost Catholic day and boarding school, welcoming girls and boys of all faiths aged 11-18.

Each student's unique talents are recognised and nurtured within a welcoming community rooted in Benedictine values. Ampleforth educates the whole person, unlocking what they can contribute to the world and fulfilling their academic potential. Proud of its academic excellence, the College does not select solely on ability and offers a system of dedicated tutors to ensure each student's progress. Students perform significantly above expectation. An Ampleforth education is a compass for life.

Over 80% of students are full boarders and come from across the whole of the UK and around the world. We offer the breadth of opportunity for each student to discover and develop their interests and strengths and there is an exceptionally wide range of co-curricular activities. The College's first-class facilities are enhanced by expert staff who ensure that the students get the most out of them. There is a particular focus on charity work and service with many students involved in local community projects. The Combined Cadet Force, with both Army and Royal Air Force Sections, is also extremely popular. Students develop the confidence to lead as well as the humility to serve. They learn to work independently and work well with others. Amplefordians are inspired to be caring and thoughtful citizens who make the right decisions in life.

We are reinvigorating Ampleforth's tradition of independent thinking, learning, and coping in all aspects of school life, with students constantly encouraged to volunteer their opinions and ideas. These equip them with the critical skills and mindset needed to flourish in life.

Combined Cadet Force



The aim of the Ampleforth College is to provide students with the opportunity to develop their self-discipline and sense of responsibility; improve their self-reliance, endurance and resourcefulness through active participation in numerous activities and encourage them to persevere in all tasks often in difficult conditions, in order to develop their leadership skills (both inherent and acquired).

The CCF recognises that everyone is unique and respect differences. We give all cadets the opportunity to develop their abilities fully, whilst emphasizing their responsibility to others and the Corps. We expect all our cadets to operate as members of a close knit community, where trust, cohesion and teamwork are decisive factors in our success. We rely on leadership at all levels and the effective contribution of every cadet to achieve this.

Ampleforth College CCF has an excellent reputation based largely on its spirit, and on the high standards of professionalism, behaviour and self discipline that the cadets consistently display. The Corps depends on team work, which comes from demanding training, strong leadership, comradeship and trust. Such trust can only exist on the basis of shared values, the maintenance of high standards, and the personal commitment of every individual to the task, the team and the organisation. Every adult and cadet has a duty to develop such trust and to uphold our core values:

Selfless Commitment. Personal commitment is the foundation of sound service. Every cadet must be prepared to serve when they are required so to do, and to do their best at all times. This means that they put the needs of others ahead of their own interests.

Courage (Physical and Moral). Cadets are taught to have the moral courage to do always what is right.

Discipline. To be effective, the CCF must be disciplined. The best form of discipline is self-discipline. That earns our cadets the trust and respect of their comrades and equips them to cope with the difficult, individual decisions that they have to make during their service with the CCF.

Integrity. Integrity involves honesty, sincerity, reliability and unselfishness. It is an essential requirement of both leadership and comradeship. Unless our cadets maintain their integrity, others will not trust them and teamwork will suffer. Integrity sometimes requires them to show moral courage, because their decisions may not always be popular. But it will always earn them respect.

Loyalty. The CCF relies on the commitment and support of its cadets. They are taught to be loyal to their commanders, comrades and to their duty.

Respect for Others. All members of the CCF (particularly staff and NCOs) have responsibility for leading, supervising and training our cadets. It is vital that they show the greatest respect, tolerance and compassion in this role.

CCF School Instructor (SSI)

JOB DESCRIPTION

In all aspects of the job relating to CCF activities the SSI is answerable to the Contingent Commander also known as the Officer Commanding (OC). The SSI is the principal administrative and logistical liaison between the contingent and HQ 4th Light Brigade Combat Team & HQ North East (4LBC), including the Cadet Training Team (CTT). He/she is also to liaise with the Air Cadet Organisation via the RAF Test NCO as required. The following requirements, whilst being comprehensive, are not exhaustive and may be amended by agreement between the Head or Deputy Headteacher and/or the OC and the SSI. Carrying out duties in the most cost-effective and efficient way. You will follow all legislation, as well as our own policies and procedures, relating to working with children, safeguarding, and Health and Safety.

1. Administration (G1)

- Maintain all MOD and School record keeping and MIS databases (iSAMS, WESTMINSTER and BADER) with up to date information for CCF staff and pupil records.
- Coordinate CCF staff MOD Volunteer Allowance (VA) pay submissions after consultation with the OC.
- Ensure cadets maintain the required standard of dress and discipline during CCF events and remind staff of their responsibilities in assisting in this role.

2. Security (G2)

- Lead in the security of the CCF office building, including the security of the armoury and ammunition bunker, the office areas and the 25m indoor range together with the stores contained within. Also, ensure security measures are in place and maintained for the 25m Outdoor Range, the CCF key locker and all CCF outbuildings and stores.

3. Training (G3/7)

- Obtain and maintain all necessary (essential and highly desirable) training related qualifications set out in the SSI Person Specification. Some of these can be achieved in post.
- Assist the OC in field exercise planning and preparation including submitting all MOD and School pre-deployment mandatory paperwork (e.g. Authority to Train forms, IRBAs, School absence forms, Range letters, etc).
- Book MOD and School venues required for recurring and one-off training events as per the training programme requirements.
- Assume the lead role in organising the detailed training programme produced by the OC for routine CCF parades (Friday afternoons). This will involve initial liaison with the OC followed by subsequent liaison with Army and RAF section year group staff. Prepare all training venues (indoor and outdoor) and required stores accordingly.
- Assist the OC in the planning and execution of all major CCF training events (see paragraph 6 below).
- Maintain the student registers for CCF and shooting.

- Procure, collect and deliver additional stores for training where applicable e.g. rations, ammunition and loan equipment. Collect and deliver additional weapons and ancillaries from supporting units in accordance with Security Standing Orders if required for special events.
- Reconnaissance of training areas and attendance at training area conferences.
- The take over and hand over of training areas and accommodation.
- Liaison with the Infirmary and Refectory prior to all training events in order to establish and promulgate details of medical conditions, special needs and dietary requirements.
- Plan and conduct blank firing exercises and range practices in accordance with the rules laid down.
- Lead small bore shooting activities for three evenings a week (17:00-18:00) including training for the school shooting team

4. Logistics (G4)

- Assume the lead for the safe storage and up to date accounting for all CCF stores and equipment in the office block as well as outlying stores and buildings. Ensure all necessary liaison with the Cadet Training Team (CTT) G4 representatives is maintained in a timely manner. Report any MOD equipment faults in a time effective manner.
- Assume the lead for all MOD Equipment Care Inspections (ECIs) and Logistical Care Inspections (LCIs). Liaise with the CTT as necessary.
- Order, collect, store and return all MOD ammunition in accordance with MOD guidelines.
- Comply with the School's and the MOD's HASAW guidelines in relation to all CCF activities. Be prepared to complete accident reports and near-miss reports when necessary.
- Maintain the upkeep of both the indoor 25m Small bore range and the outdoor 25m barrack range in accordance with MOD guidelines.

5. Event Planning (G5)

- Liaise with the OC over the preparation and execution of all annual events.
- Liaise with 4LBCT regarding staff pre-course training schedules and requirements before such staff attend Brigade run and Cadet Training Centre (CTC) run commissioning courses.
- Assist the RAF Section in the organisation and conduct of their Air Experience Flying (AEF) days at RAF Leeming and Gliding Days.
- Attend SSIs conferences hosted by the 4 LBCT CTT.

6. Communications (G6)

- Maintain the CCF portable fleet of radios. Maintain frequency allocations and charging units.
- Maintain the CCFs compliance with School and MOD MIS and IT systems: iSAMS, Westminster (Army) and Bader (RAF).
- Maintain up to date registers of personnel and equipment on Microsoft Office based programmes.



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PERSON SPECIFICATION

Qualifications and Training

Essential

- Skill at Arms Range Management Qualification, Stages 1-3
- Skill at Arms Instructor
- Good knowledge of Infantry tactics, map reading, skill at arms, first aid, drill, self-reliance / adventure training matters
- Microsoft Office (competent in Word, Excel and PowerPoint)
- HAZMAT & FMT 600 Driving Qualifications
- MIDAS Minibus Driver

Desirable

- Security Awareness Training
- Information Technology security Awareness Training
- Infantry Level Tactical Knowledge to PSBC standard (including exercise planning – ECO)
- Clay Pigeon Course Qualification
- Map Reading Instructor Qualification
- First Aid Instructor Qualification
- Mountain Leader Training (MLT) Qualification
- Other Adventure Training Qualification
- All Arms Storeman Qualification
- Basic Fun Accounting



Experience

Essential

- Instructional experience
- Management / leadership experience
- Management of Equipment Care Inspections and Logistics Care Inspections

Essential

- Experience working at training establishments, i.e. officer cadets, junior soliders / recruits
- Adventurous Training Expedition Planning
- Familiarity with current training pamphlets

Personal skills and abilities

- Patient
- Committed
- Good Self Discipline
- Good timekeeper
- Ability to establish good working relationship with the armed services and motivate young people
- Ability to evaluate and improve performance
- Ability to delegate and coach CCF staff as well as cadets
- Able to work under pressure, independently and work long hours if necessary during term time
- Live within close proximity to School or be willing to relocate if necessary in order to do so, due to the potential to be able to respond to alarm call out procedures within the Armoury





“Ampleforth is truly a special place. Not only is the education system excellent, but with a combination of endless activities and the Benedictine ethos, it’s a place where you can thrive.”

Anna, Old Amplefordian



“Since joining Ampleforth my confidence has grown enormously, largely because people have put more faith in me, which has allowed me to flourish.”

Luis-Paul, Old Amplefordian

“Ampleforth is a boarding school like no other, where you will be given the chance to discover yourself in different ways and leave with a more open mind to the world. So many opportunities are given to you here; your role is to embrace the journey.”

Mia, Old Amplefordian

Conditions of Employment

- **Hours:** 40 hours per week, Term Time only, Monday-Friday, although weekend and evening working in accordance with the needs of the role
- **Pension:** Group Personal Pension – employer 4% / employee 4%.
- **Benefits:** Fee remission (at Head's discretion). Free lunch during working hours. Free parking. Life assurance
- **Probationary period:** 6 months
- **Salary:** To be discussed at interview.

Working Environment

This is an enjoyable and stimulating place to work. Our staff body seeks to work to core values and codes of conduct developed from the Rule of St Benedict.

Staff Support

We endeavour to support all staff members to the very best of our ability. We operate family-friendly policies such as childcare voucher schemes, company maternity provisions (enhanced Statutory Maternity Pay) and flexible working opportunities. There is also an Employee Assistant Programme offering a free and confidential 24/7 support service. This service provides unlimited advice and information, coaching and counselling where appropriate. In addition to this, a Staff Chaplain is also available to offer advice and support.

Welfare & Benefits

Ampleforth takes the welfare, health and wellbeing of its staff seriously. We offer multiple leisure opportunities such as reduced Sports Centre membership, discounted fishing licences for the Ampleforth lakes and a staff cycle scheme. The grounds of the campus are well maintained and open to staff for walking and running. On top of professional development, welfare, support and a generous pension scheme, the St Laurence Education Trust also offers its staff many day-to-day perks. These include a discount in the Abbey Shop, as well as a free hot lunch including a choice of main course, a salad bar, pudding and fresh fruit. Although the site was not originally designed with the car in mind, staff parking is available within a five-minute walk of any part of the Ampleforth campus. Employees with children in the School may be able to access discounts, discretionary bursaries, or salary sacrifice in line with current Trust policy.

Apply now

For more information or to discuss the role further, please contact the CCF Contingent Commander, Lieutenant Colonel Miles Blackford on msb@ampleforth.org.uk

The Trust is committed to a policy of equal opportunity and will take every possible step to ensure fair and equal treatment of all. All Trust policies and practices will support the commitment to equality of opportunity in respect of any recruitment, and selection process. No member of staff or applicant will be unfairly disadvantaged by the Trust policies or practices.

Safeguarding and Child protection at Ampleforth College

The St Laurence Education Trust is committed to safeguarding children and promoting the welfare of children and young people. They expect all staff and volunteers to share this commitment and will ensure that all recruitment and selection practices and procedures reflect this commitment.

All successful candidates will be subject to checks by the Disclosure and Barring Service (DBS) along with other relevant employment check. All applicants, (regardless of position) are requested to read the Safeguarding Policy as part of our commitment to safe guarding of children

All posts at Ampleforth are exempt from the Rehabilitation of Offenders Act 1974. We therefore require applicants to declare all convictions, cautions and bindovers, including those regarded as 'spent'.

All information provided will be treated as confidential.

Our Safeguarding Policy can be accessed via our website. Any offer of employment is made subject to a full range of checks and satisfactory references.

The Application Process

If you have enjoyed reading about life here in the Ampleforth valley, and would like to join the team, we encourage you to apply. Applications should be made via our on-line system.

Please visit www.ampleforthcollege.org.uk/careers to start your application.

If you have any questions about the application process, please contact the HR Department on 01439 766415 or email employment@ampleforth.org.uk

The interview process will take place in school. Further details will be provided once the shortlist has been agreed.

Closing date for applications: 12 noon, Wednesday 8th November. We reserve the right to conduct interviews before the closing date, so early applications are recommended.

Interviews will take place week commencing 13th November.

"The teachers are brilliant. They know how to get me to where I need to be - they teach the way I learn best and they do that for everyone. We are all encouraged to think independently and are treated as individuals."

Edward, Old Amplefordian

Why Ampleforth?

Catholic education and Benedictine values underpin everything we do at Ampleforth, whether a student or member of staff is Catholic or not. We believe that humanity is a gift that we receive through others and that our relationships unlock the unique potential in each person. Our values form the foundation of our approach to all our work and how we work with one another:

Respect: recognising and nurturing the unique talents of every individual and oneself, understanding that we grow and learn from our differences and are made a better person by each other.

Hospitality: committing to live in such a way as to be welcoming and open to all, and to invite people to experience living life more fully in our community.

Attentiveness: being sensitive to the needs of others as well as one's own needs and supporting the mutual well-being of everyone in the community; wanting what is best for each other.

Equilibrium: nurturing the well-being and resilience of each individual and one's own, and thereby of the community, to achieve mental and emotional balance and personal fulfilment.

Stewardship: cultivating a sense of responsibility and care for the people and the world around us, as well as oneself, to ensure our community and environment thrive.

Integrity: developing within ourselves strong principles, sound judgement, and the resilience needed to do the right thing.



“My time at Ampleforth was essential to making me become the person I am today. I think it taught me to be independent, curious about different things, but more importantly, it taught me to be a better person overall. I truly believe Ampleforth gives you a compass for life.”

Pierre Panhard, Old Amplefordian



An Ampleforth education is
a compass for life

Catholic co-educational boarding and day school for ages 11 to 19



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www.ampleforthcollege.org.uk