



Co-op Academy  
Walkden



Application Pack

Combined Cadet Force (CCF)  
School Staff Instructor (SSI)

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# Welcome from the Principal

Dear candidate

I am delighted that you are interested in the role of CCF / SSI at Co-op Academy Walkden. Our academy serves the local communities of Worsley, Boothstown and Walkden and provides places for 1500 pupils aged 11-16. We are easily commutable from all areas of the North West. We have a dedicated team of staff who build and share positive relationships and a caring culture with our wonderful students. This was highlighted in our recent Ofsted inspection (May 2023), where we were graded 'Good' in all areas.

This is an exciting time to be joining us as we focus on the next stage of our development. Having joined the Co-op Academies Trust in December 2018, we have been through a significant journey, driven by our co-operative values and 'Ways of Being'.

We are looking for talented and dedicated individuals who can build on our current success and support our ambitious vision for the future.

We pride ourselves on delivering a broad and ambitious curriculum for all children, including those with additional needs. We incorporate a small Enhanced Resourced Provision called the Hive, for students with cognitive learning difficulties and we also have an inclusion centre called The Link, to promote engagement for pupils who find school more challenging.

Should you choose to arrange a visit before applying you will find our Academy calm and purposeful. Like all who visit us, you will notice how wonderful our pupils are, the positive team ethos amongst staff and how welcoming and friendly we are. If you would like to visit, please contact Mrs Nicola Taylor, Principal's PA at [nicola.taylor@coopacademies.co.uk](mailto:nicola.taylor@coopacademies.co.uk) to arrange.

With best wishes

Matt Hacker  
Principal

# Our Values

Co-op Academies Trust is committed to the values shared by cooperatives everywhere:

Self-help – we support learners, parents, carers and staff to help themselves

Self-responsibility – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions

Democracy – we give our learners, parents, carers and staff a say in the way we run our schools

Equality – we believe that the voice of each individual should be heard

Equity – we run our schools in a way that is fair and unbiased

Solidarity – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

We strive to demonstrate the following ethical values in everything we do:

Openness – we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

Honesty – we act in a professional and respectful manner in our dealings with everyone

Social responsibility – we maximise our impact on the people in our communities while minimising our footprint on the world

Caring for others – we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

We use our simple 'Ways of Being Co-op' to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

# What makes our Academy amazing?

## Students:

- are engaged, very capable and want to learn
- create a welcoming atmosphere
- have amazingly supportive parents
- experience a broad range of visits and trips with many overseas
- participate in a vast array of expressive and creative arts shows and exhibitions
- complete in the Duke of Edinburgh Award and volunteer in the local community, raise significant funds for an Academy charity and participate in a wide range of sporting activities

## Staff enjoy:

- working with brilliant students who want to achieve well and aim high
- state of the art facilities
- national terms and conditions and a wide range of additional benefits provided by the Co-op Academies Trust and its sponsor, The Co-op
- high quality professional development programme provided by the Co-op Academies Trust and the support of many local Trust academies
- a fantastic employee benefits package that includes discount on various Co-op branded products, gym and leisure discounts, cycle to work scheme, Health care-cash back scheme, discounted driving lessons and many more! Staff encouraged to be Co-op members and therefore receive generous discounts on all Co-op products
- a strong Well-Being group have been instrumental in the Academy achieving Investors In People Gold Status
- secure on site parking

# Job Advertisement

## Combined Cadet Force (CCF)

### School Staff Instructor (SSI)

Contract terms: Permanent, Term Time Only, plus additional days when required

Hours: 2 days per week

Salary: £5,008 per year / 44 weeks per year

In addition to the salary, the post holder is able to claim up to 51 days Volunteer Allowance (VA) from the MOD at the current rate of £82.11 per day.

Start date: ASAP

Benefits include:

- Local Government Pension scheme
- Co-op staff discount
- Co-operative flexible benefits, including cycle to work
- Co-operative credit union
- Health-care cash-back scheme
- Discounted gym membership & leisure activities
- Season ticket & rental deposit loans

Closing date: 03.02.2025

All applications for this role are to be completed via our SAMpeople Recruit platform. Please follow the link on our website to access this information

Co-op Academies Trust aims to provide an outstanding education for all our learners, founded on co-operative values, at the heart of the community. It is responsible for an increasing number of academies in Leeds, Greater Manchester, Wirral and Stoke-on-Trent with the Co-op acting as the sponsor.

Co-op Academy Walkden is seeking a SSI to join their team. The SSI role plays a vital part in the smooth and efficient running of the Contingent and the development of the leadership potential of Cadets.

You should have good time management and organisational skills, with the ability to reflect on practice in order to improve.

Applications are invited from enthusiastic and committed individuals of the highest ability and strong communication skills.

This post offers variety, challenge and professional development.

For more information about the Trust and other vacancies please visit our website [coopacademies.co.uk](http://coopacademies.co.uk)

**Co-op Academies Trust** is an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.

# Combined Cadet Force (CCF) School Staff Instructor & Outdoor Pursuits Co-ordinator

|                      |                               |
|----------------------|-------------------------------|
| Salary / grade range | Fixed SCP 22 £5,008 per annum |
| Location             | Coop Academy Walkden          |
| Reports to           | Contingent Commander          |

## Summary of role:

The School Staff Instructor (SSI) is a key member of the Combined Cadet Force whose principal role is to provide the liaison between the Contingent and CCF Stakeholders.

### Primary purpose of the role:-

The SSI role is central to the smooth and efficient organising and running of the Contingent and the development of the leadership potential of the Cadets. Co-op Academy Walkdens' CCF forms an integral part of the extra-curricular experience offered to our pupils and it is envisaged that the SSI will play a formative role in establishing the CCF as a major part of the learning and leadership development opportunities offered at our School.

## Key accountabilities (and specific duties / responsibilities):

To be considered for this role you should have ideally held a senior rank in the Armed Forces (Regular, Reserve or Cadet Forces)

You will be a fantastic administrator with a great attention to detail and the ability to control accounts, book transport and courses. You will have speed and competence with IT packages such as the MOD systems (Westminster), plus Outlook, Excel, Word, Teams, Zoom etc... Health and Safety is crucial so you will need to have an excellent working knowledge of the CCF training systems and AF5010c too.

You should have a good knowledge of the Cadet Forces' ethos and a desire to support, encourage and develop cadets, plus a willingness to take on further responsibilities in the overall management of the CCF.

## General Administration

- Write and distribute administration and instructions as required
- Assist with the application and enrolment of new cadets
- Maintain unit nominal roll and update as required
- Check weekly parade registers
- Maintain and update CCF and MoD Equipment Care notice boards as required

- Enrol cadets and CFAVs onto external courses, process applications and distribute joining instructions
- Update unit events on the Westminster database
- Liaise with the MoD regarding all aspects of CCF personnel and administration
- Arrange for delivery of commissioning papers for new officers and assist with completion and submission
- Update Cadet Force databases [namely Westminster and Bader] with changes to officers' status
- Organisation and maintenance of CCF and MoD stores
- Procurement of CCF locally purchased equipment
- Maintain records of clothing and equipment issued by MoD
- Organise the repair and exchange of clothing and requests for additional clothing through the MoD
- Organise purchase of boots and bulk ordering of clothing and equipment for new recruits in readiness for start of the school year
- Administer and record including the ledger for the school CCF bank account
- Be responsible for all non-financial accounts including ammunition, clothing and stores.
- Order all clothing, rations, ammunition and expendable items using the recognised demand process

## Training and associated administration

- Liaise with the Contingent Commander to ensure training provisions are in place, including training courses for officers
- Ensure that a safe system of training is in place at all times for all training activities and that risk assessments and consent forms are completed where necessary
- Assist with the planning of the CCF annual training programme
- Organise / provide assistance and guidance for all ceremonial parades and duties
- Arrange authorisation of training and ensure all correct supporting exercise bookings and documentation are provided in a timely manner
- Be responsible for the storage and issue of training publications and training aids
- Liaise with external agencies when necessary (this includes but is not limited to: HQ NW CTT, Reserve Units, Police, and other agencies)
- Attendance at training area conferences
- Ensure NCOs carry out designated tasks
- Planning and supervision of weapon training and testing
- Complete paperwork in relation to the usage of training areas

## CCF Off-Site Training

- Review content of the weekend training exercises written by the section officers prior to submission to the Contingent Commander
- Assist staff with the writing of risk assessments as required
- Manage the bookings and all aspects of planning for training events including accommodation, transport, feeding and equipment
- Manage logistics whilst on camps including daily ration returns, use of hired transport, ammunition issue and equipment care
- Complete Authority to Train requests and submit for approval



- Procurement of additional stores, including collection and delivery, and local purchase 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
- Take over and hand over of training areas and accommodation
- Compile nominal rolls for all exercises annotated with medical conditions, special needs, dietary requirements etc
- Inspect and return all ammunition and supporting paperwork
- Issue loan equipment to cadets and maintain records, ensure swift return on completion of exercises and follow up any late returns
- Compile a list of charges for any lost equipment owned by the CCF
- Report any MOD equipment faults

## Armory, Ammunition and Range

- Safeguarding and control of all arms and equipment shown in the armory ledger
- Maintenance and cleanliness of all stored weapons and ancillaries
- Issue weapons and ancillaries prior to all weapons training sessions
- Completion of weapons checks (quantity & serial number) as required
- Attend Unit Ammunition Storepersons Course and refreshers when necessary
- Serve as Ammunition Storeperson and ensure that all items on the Special Stores Register are always accounted for and kept secure
- Demand, control and account for all Contingent ammunition
- Prepare ammunition account, documentation and ammunition store in advance of any Inspection
- Ensure procedures for use of range are followed
- Prepare range, all weapons, equipment and relevant documentation for inspections to include:
  - o Biennial Inspection (AAIR)
  - o Equipment Care Inspections (ECI)
  - o Mandatory Equipment Inspection (MEI)
  - o Ensure sets of keys are changed and recorded every six months
  - o Ensure the armoury is sealed by the Mod during school holidays and ensure seal checks are conducted each week by yourself or appropriate MTS staff if you are on annual leave.
- Ensure all cadets and officers are in date with WHT for appropriate weapons
- Ensure paperwork for booking open ranges, authorising range use and ammunition supply is complete

## Organisational Competencies

1. Co-operates and works well with others in pursuit of team goals by sharing information, acknowledging contributions and supporting others.
2. Is willing to undertake some of the duties of other members of staff during short term absence, providing that the priorities of this job description can still be achieved.
3. Demonstrates a high level of personal integrity by taking responsibility for own actions, and is willing to respond constructively to mistakes or errors of judgement.
4. Maintains personal and professional credibility by being consistent, fair and respecting the need for confidentiality.
5. Undertakes the tasks/duties as appropriate to ensure the smooth and efficient running of the school, as identified by the Senior Leadership Team.
6. Requires and ensures that all information received and disseminated, whether verbal or

written, concerning all employees, prospective employees or clients, is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner.

7. Acts at all times with due regard to the school and Authority's Health and Safety Policies and related Codes of Practice.

## Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of the responsibility entailed. Consequently, the school will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

**Personal attributes required** (based on job description):

| Attributes  | All attributes are essential, unless indicated below as 'desirable' | How measured, e.g. application form (A), interview (I), Reference (R) |
|---|---|---|
| <p><b>Qualifications</b></p> <p>Full, clean, valid UK driving licence, with the ability to drive minibuses (category D1)</p> <p>First Aid at Work qualified [or be willing to attend training]</p> <p>SA07(M) or Equivalent</p> <p>SA (90)B Range Qualification</p> <p>SAA - Train and Weapon Test Cadets</p> <p>Outdoors activity qualifications (ML Summer) Lowland Leader</p> <p>Award ML Summer / DOFE Supervisor / DOFE Assessor</p> | <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>                        |   |
| <p><b>Skills, Ability, Knowledge</b></p> <p>Previous background within the armed forces</p> <p>Experience of working with young people</p> <p>Very strong administrative skills</p> <p>Proficient with IT and confidence with systems</p> <p>Good keyboard skills</p> <p>Strong organisation and planning skills</p> <p>Experience in supervising and managing others</p>   | <p>D</p> <p>D</p>   |   |
| <p><b>Aptitudes</b></p> <p>Ability to relate to young people</p> <p>Motivational attitude</p> <p>Supportive and helpful manner</p> <p>Attention to detail</p> <p>Team Player</p>  |   |   |

|  |  |  |
|--|--|--|
| Medical fitness to participate and lead outdoor pursuits |  |  |
| Ability to work independently                            |  |  |
| Inclusive and collaborative approach                     |  |  |

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

The Co-op Academies Trust is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust.

# Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks

Candidates should be aware that all posts in Co-op Academy Walkden involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post.

1. Accordingly The Rehabilitation of Offenders Act (Exemptions) Order 1975 applies to this post and therefore you must declare any convictions and cautions which are unspent or not protected.
2. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
3. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

## Interview Process after the closing date:

Shortlisting will be conducted by a Panel, who will match your skills / experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

The successful candidate will be required to produce the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement.
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

### Conditional Offer & Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks and any other pre-employment checks relevant to the role such as e.g. Childcare Disqualification Regulations, Prohibition check / s.128, overseas records check
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.

## How to find us

The nearest bus stop is just a short walk from the Academy and can be reached via several different bus routes from most other parts of Manchester. The Academy is also located a short walk away from the nearest train station, from which you can travel easily in to Manchester City centre.

### Location:

Co-op Academy Walkden is situated in South Walkden (Salford – Manchester) and serves the suburbs of Worsley, Roe Green, Ellenbrook and Boothstown.

The Academy has excellent transport links making it easily accessible from both local and surrounding areas. For anyone travelling by car, the Academy is only five minutes from the motorway. Junction 14 on the M60 ring road is the closest exit, with easy access from the M62, the M61 and the M602 and from the A580

At Co-op Academy Walkden we encourage pupils to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.