

CIVILIAN INSTRUCTORS (COMBINED CADET FORCE)

PART TIME (Every Friday: 15:50pm – 18:00pm, term time only for sessions based at Merchant Taylors' School). £2,400 per annum.

We are keen to increase the number of Civilian Instructors supporting our strong and successful Combined Cadet Force contingent at St Helen's school, and this is a superb opportunity for enthusiastic individuals to get involved.

We hope that the following information about St Helen's school and job description will help you to decide that this is an application which you wish to pursue.



WELCOME TO ST HELEN'S

St Helen's is a large, thriving all-through school and many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with a calm, inner resolve, and a sense of fun; that she is ready to go out into the world and make a difference. St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. Our GCSE results put us very securely into the top 50 independent schools in the country each year (28th in 2022), and we are ranked 30th for A Level's in the Telegraph League Table of UK Independent schools 2022. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our Co-Curricular programme is rich and varied, and our pastoral care ensures that every girl is valued and cared for.

Within easy reach of central London, our school is set in 21 acres of lovely grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested over £20 million in a building programme over the last five years and have plans to do more.

St Helen's has a warm and lively atmosphere that makes it a really exciting place to work. Our staff and our girls look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey and I look forward to receiving your application.

Alice Lucas, Headmistress



THE SCHOOL

St Helen's is an academically selective independent girls' day school of more than 1200 students aged 3-18, set in beautiful green space in Northwood, Middlesex.

It draws pupils from a wide area of north-west London, Buckinghamshire, and Hertfordshire with easy access by Underground from central London.

We want our students to be brave and true, ever intellectually curious. They will believe they can do anything. They will want to explore how they can best interact with the world around them and make a difference for the better in their own way. They will be ready for whatever the future brings.

Our aims are:

- To provide each and every girl with the opportunity and means to achieve academic excellence.
- To provide our students with the personal skills, emotional resilience, and the confidence to achieve their full potential through a varied, rich and challenging Co-Curricular programme.
- To know, value and respect all girls as individuals so as to best support them on their journey through the school.
- To ensure that the girls are ready to play a full and active part in their communities and in an interconnected digital world.

Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The school is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident, independent learners and leaders in their fields, their professions, and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co-curricular opportunities on offer at St Helen's.

THE COMBINED CADET FORCE (CCF)

The CCF is a uniformed youth organisation sponsored by the UK Armed Forces. It has over 400 CCF contingents nationwide. Contingents usually comprise up to 3 Service sections – Royal Navy, Army, and Royal Air Force.

There have been Cadet Forces at Merchant Taylors' School since 1900. St Helen's were invited to join the MTS Contingent in 1991.

The broad function of the CCF is to provide a disciplined organisation in a school so that boys and girls may develop powers of leadership by means of training to promote the qualities of responsibility, self-reliance, resourcefulness, endurance and perseverance and a sense of service to the community.

It is firmly believed that the self-confidence, and self-discipline required in Service life are equally vital in the civil life of the nation today.

THE ROLE

We are looking for several Civilian Instructors to join our joint CCF with Merchant Taylors' School. You will need to commit to every Friday, between 15:50pm – 18:00pm, term time only for sessions based at Merchant Taylors' School.

In addition, postholders would need to attend:

- Field days (x 2 per year in October and March)
- Inspection day (either April or May)

The role will report to the: CCF Coordinator for St Helen's School

MAIN PURPOSE

To promote the ethos and principles of the CCF and to assist in the organisation, planning and delivery of CCF activities.

MAIN RESPONSIBILITIES

1. Attend and assist with CCF at Friday parades and duties
2. Promote good discipline and behaviour amongst the cadets and report any misbehaviour (whether or not by St Helen's students) immediately to the CCF Coordinator
3. Support the JNCOs and SNCOs (Junior and Senior Non-Commissioned Officers, all of whom will be Year 12 and 13 students) in their leadership of the younger cadets in Friday parades and duties
4. Observe JNCO/SNCO-led activities and provide feedback as to what went well and what could be improved upon



5. Attend organised Field Days for the Section you are assigned to (Royal Navy, Army, or Royal Air Force)
6. Be open to attending trips and camps organised throughout the year
7. Complete and maintain training to drive school minibus (funded by school)
8. Act as a CCF First Aider (training provided)
9. Promoting and safeguarding the welfare of pupils, reporting any safeguarding concerns immediately to the Designated Safeguarding Lead, and adhering to and ensuring compliance with the School's Child Protection and Safeguarding Policy
10. Work within the School's health and safety policy to ensure a safe environment for staff, pupils, and visitors
11. Undertake other reasonable duties related to the job purpose required from time to time.

THE PERSON

It is essential for the successful candidate to have the following qualifications, experience, and personal attributes:

- Disciplined
- Well-presented/role model to pupils
- Good emotional intelligence
- Excellent timekeeping and punctuality
- Willingness to interact with young people

It is desirable for the successful candidate to have the following qualifications, experience, and personal attributes:

- Experience of being in a military organisation or cadets
- Understanding of how armed forces work in the UK

BENEFITS

- Annual salary of £2,400 per annum
- We will provide necessary kit/equipment
- Well behaved pupils who are a pleasure to work with

- Free on-site parking and refreshments

APPLICATION PROCESS

Closing date: **8am Tuesday 7th February 2023**

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable number of candidates be appointed, we reserve the right to close the advert early.

Due to the volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

THE SELECTION PROCESS

Shortlisted candidates will be invited to the school where they will be interviewed by the Deputy Head Co-Curricular and Partnerships and our CCF Officer.

St Helen's school is committed to safeguarding and promoting the welfare of children and young people, as detailed in Part 3 (Safer Recruitment) of the KCSIE 2022 guidance document. Applicants will be asked for proof of right to work in the UK and undergo child protection screening, including checks with past employers and the disclosure and barring service.

If you have any queries about this position, please contact the school at recruitment@sthelens.london

