



# Squad Instructor

48 hours per week. 2 Years Fixed Term contract

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<b>Department:</b>	Cadet Training Centre	<b>Level:</b>	Band A3(I)
<b>Reporting to:</b>	Chief Instructor	<b>Location:</b>	Frimley Park, Surrey

## Job Description

### Purpose of the Post

The Cadet Training Centre, Frimley Park is the national training centre for the Combined Cadet Force and the Army Cadet Force. The majority of instruction is carried out for students from these organisations attending week long residential courses. Courses normally assemble mid Sunday afternoon and disperse Friday afternoons. There are in addition 10 to 12 weekend conferences scheduled throughout the year which may require attendance.

The Squad Instructor aims to instruct and qualify Cadet Force Adult Volunteers in the ACF and CCF by delivering demanding, realistic, interesting, progressive and safe training to members of the Cadet Forces.

### Principal Responsibilities

- Plan, organise, resource and deliver squad level training.
- Debriefing, coaching, mentoring and reporting responsibility associated with a squad instructor.
- Plan and conduct training (including the production of appropriate written work) as directed by Commanding Officer (CO) CTC. This includes staying out overnight.
- Provide subject matter expertise, advice and guidance to Cadet Force personnel on training matters.
- Conduct continuous improvement through internal validation of courses delivered.
- Identify and evaluate innovative/emerging training methods and media to improve training capability.
- Identify, share and promote best practice within the Cadet Training Centre.
- Supervise and assess Assistant Directing Staff performance and coach them on how to improve as instructors.

### Squad Instructor Job Description – 24 Oct 2023

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- Any other task directed by CO CTC.

Criteria	Essential	Desirable	Methods of assessment
Qualifications and Training	<ul style="list-style-type: none"> <li>▪ Good general education</li> </ul>	<ul style="list-style-type: none"> <li>▪ CF SAAI</li> <li>▪ CF SAA(K)(90C/18C)</li> <li>▪ SA(LR)(07)</li> <li>▪ Full UK driving Licence – D1</li> <li>▪ SA (M) 07</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> <li>▪ Certificates</li> </ul>
Experience and knowledge	<ul style="list-style-type: none"> <li>▪ Accustomed to working under pressure for a demanding team</li> </ul>	<ul style="list-style-type: none"> <li>▪ An understanding of policy relating to young people</li> <li>▪ Understanding of the Armed Forces</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview</li> <li>▪ Presentation</li> <li>▪ Lesson Delivery</li> <li>▪ references</li> </ul>
Skills and ability	<ul style="list-style-type: none"> <li>▪ Ability to arrive at sound, timely decisions</li> <li>▪ Use personal experience to enhance instructor delivery and training methods</li> <li>▪ Ability to communicate effectively with senior officers</li> <li>▪ Effective interpersonal skills, in particular influencing skills</li> <li>▪ Ability to work on own initiative</li> <li>▪ Enthusiasm, flexibility and innovation</li> <li>▪ Personal credibility and confidence</li> </ul>		<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview,</li> <li>▪ Presentation</li> <li>▪ Lesson Delivery</li> <li>▪ References</li> </ul>

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