

# PANGBOURNE

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## SSI AND HEAD OF ADVENTURE – JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

<b>Job Title:</b>	SSI and Head of Adventure
<b>Reports to:</b>	Head of Outdoor Education
<b>Hours per week:</b>	As required to fulfil the requirement of the role.  40 hours a week  Weekend ceremonial duties
<b>Contract Type:</b>	Permanent - Term time plus 6 weeks (40 weeks)

### Key working relationships:

The Head  
Assistant Head - Co Curricular  
Head of Outdoor Education  
Contingent Commander  
All Staff  
Pupils, Parents and Guardians

### Job Summary

The SSI and Head of Adventure role is pivotal to the school's Combined Cadet Force (CCF) programme and the broader delivery of our outdoor education and adventurous activities.

### Key responsibilities:

#### School Staff Instructor (SSI):

- Act as the primary administrative and training support to the CCF Contingent Commander.
- Plan, deliver and supervise safe, engaging and progressive CCF training for all sections (Army, RM, RN as applicable).
- Organise and oversee camps, field days, range days, and other military and leadership training activities.
- Administration of, issues, receipts and maintenance of CCF stores including ammunition, clothing, rations and weapons. This includes weekly ammunition and weapon checks.

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- Maintaining and updating the Cadet management Information system (Westminster).
- Ensure full compliance with MOD, Cadet Forces and school health & safety regulations, safeguarding policies and Safe Systems of Training.
- Act as liaison between the school and external military bodies including Brigade HQ and Cadet Training Teams.
- Act as Unit Security Officer.
- Support officer and NCO development within the CCF through training and mentoring.
- Oversee communication with our CCF partnership school, Denefield.
- Act as an instructor during all CCF weekly sessions (SSI administration days to fall outside of parade days)

## Head of Adventure:

- Lead and expand the school's outdoor education and adventure programme, promoting resilience, teamwork, and environmental awareness under the guidance of the Head of Outdoor Education
- Organise and support the delivery of activities including DofE expeditions, hill walking, climbing, kayaking, bushcraft, and overseas adventure trips.
- Develop partnerships with external providers to enhance and broaden the range of experiences available.
- Ensure all activities meet the highest standards of risk assessment, safety and supervision.
- Collaborate with Heads of Section and Pastoral teams to integrate adventure-based learning into personal development programmes.
- Manage and maintain outdoor education equipment and ensure its availability and safety.

## Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her Line Manager.

The Job Description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College. This Job Description and accompanying documentation do not form part of the employment contract.

## Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

## Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College. The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser. The post holder will be required to attend statutory and mandatory training.

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## **Information Security, Confidentiality and Data Protection**

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information.

All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

## **Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

## **Health and Safety**

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.

*It is the firm policy of the College to promote a happy, professional, yet "family" atmosphere and to develop the potential of all pupils and staff. If ever there is a need to talk over aspects of school, or indeed home-related issues, please speak to your head of department or a colleague.*

*June 2024*

