



QUEEN MARY'S GRAMMAR SCHOOL

Academic in purpose - Generous in approach - Enterprising in spirit - International in outlook



Information Pack

CCF School Staff Instructor and Co-Curricular
Support

Required from January 2024

Permanent

30 Hours p/w, Term Time

Queen Mary's Grammar School
Sutton Road,
Walsall,
WS1 2PG

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Welcome



Queen Mary's Grammar School was founded in 1554 by Mary Tudor. We have been shaped by our past and are proud of our traditions, but we are also confident of an exciting future as we help to shape the new educational landscape with our partners in the Mercian Trust.

Queen Mary's is an academically selective school. It is our aim to support pupils to achieve their full academic potential. We value the life of the mind and want to pass on a love of learning.

Outside the classroom, we offer a range of life-enriching opportunities: time at our Field Centre in Wales; membership of our thriving Combined Cadet Force; individual and team sports; foreign exchanges and travel; participation in music, debating and public speaking and many other activities. We believe that achievement and enjoyment go hand in hand.

We equip our pupils to meet the challenges of a rapidly changing world. Most choose to go on to higher education. Through partnership between School, pupil and parents, we aim for the examination success that will open doors to the very best universities and international employers. It is our mission to attain excellence in all that we do.

Our House system celebrates the four pillars of school life at Queen Mary's: an academic focus, an international ethos, an enterprising spirit and a sense of community. We enjoy our social, cultural and ethnic diversity and recognise our many privileges. We are keen to share what we have - experience, expertise, enthusiasm - both with those who live on our doorstep and those from further afield.

To do so is very much in the spirit of our motto *quas dederis solas semper habebis opes*: it is what you give that you will keep as eternal riches.

Richard Langton

Headmaster

About Us

Queen Mary's Grammar School is an invigorating and rewarding place to work: the pupils are intelligent and committed to study; the staff are friendly and forward looking. It is more than just a place of work – it is a thriving community, proud of its past and confident of its future. In March 2023, it was recognised as 'Outstanding' in all areas by Ofsted.

There are currently almost 1400 pupils on roll, including over 450 in the Sixth Form. The School has an outstanding academic record and regularly features at the upper end of the national league tables. In 2023, 69% of GCSE grades were 7-9 (A*/A) and 64% of A Level grades were A*, A or B. We are especially proud of our value-added scores, which regularly place us among the top schools in the country for progress. We do not rest on our laurels, but encourage all our pupils to realise their full potential.

In June 2011, the School converted to Academy status and we have undertaken a series of exciting building projects since then, including a new Sixth Form Centre, science labs and a humanities wing, music and PE refurbishments, extensions to existing English and maths classrooms, as well as a new dining room and reception. We were a founding member of the Mercian Multi Academy Trust (along with five other schools) in January 2018. Over the past few years, we completed projects to add additional capacity through the building of extra science rooms, a humanities block and a sixth form study annexe.

The School encourages an enterprising and international outlook: trips, expeditions and exchanges have gone all over the world in recent years, as well as a wide range of vibrant and formative educational visits and experiences closer to home such as theatre visits, visiting speakers and the mental health ambassadors programme. We are proud to appear in Ross Morrison McGill's recent book *Just Great Teaching*, showcasing our mental health work.

We want our pupils to lead happy and fulfilled lives. Learning here is not just about passing exams, but about enjoying the life of the mind. We also encourage all our pupils to take part in a wide range of enrichment activities in music, sport, the Combined Cadet Force and at our Field Centre on the Afon Mawddach in Southern Snowdonia. We have been named in the Top 100 cricket schools by the *Cricketer Magazine* for the second year in succession.

Our pupils come from diverse backgrounds, but they all thrive on the sense of support, encouragement and care that characterises Queen Mary's.

Benefits of working at Queen Mary's Grammar School

- teach gifted and intelligent students who have a real motivation to succeed
- a thriving and expanding school that achieves examination success, particularly at GCSE level
- professional autonomy in the classroom – you are encouraged to teach in a style that suits you and your subject
- a Headmaster and Senior Leadership Team that operate an open-door policy to support colleagues personally as well as professionally
- we take our mental health seriously, considering workload and staff wellbeing
- a dedicated induction programme for new staff and ECTs to ensure you are supported at whatever stage of your career you join us
- opportunities to play a role in the wider life of the school, including involvement in the CCF, music, debating, drama, coaching of sports teams and other trips and opportunities, such as visits to Farchynys (our Welsh field centre)
- career progression – many of our current middle and senior leaders are “home-grown” promotions from within.

Find out more

You can find out more about our school at <http://www.qmgs.walsall.sch.uk>.

For a flavour of daily life at QM follow us on Twitter at @QMGS1554.

Please contact Simran Sahota (Executive Assistant) if you would like to discuss the role further via email;

s.sahota@qmgs.merciantrust.org.uk

The Combined Cadet Force

The Combined Cadet Force at Queen Mary's is by far the biggest extra-curricular activity at the school with approx 350 cadets on strength, split roughly equally between the Army and RAF sections.

Membership of the contingent is entirely voluntary, with pupils choosing to join when they enter Year 9. We also offer a fast-track scheme for joiners to the sixth-form. Our best cadets are invited to continue their membership as cadet NCOs and undertake the majority of instruction for younger cadets. The development of the leadership and instructional skills of these NCOs remains one of the key priorities of the unit.

The contingent parades after school each Friday. Cadets undertake a variety of training, including drill, navigation, first aid, leadership, military knowledge as well as sectional training such as fieldcraft or principles of flight. Cadets have the opportunity to learn to shoot under carefully controlled conditions, using both the small bore range on site and on full bore ranges whilst at camp.

As well as routine weekly parades there are additional training opportunities every month of the year. Many of these occur at Farchynys, the school's Welsh Centre, with others at local training areas or RAF bases. Air Experience Flying occurs at nearby RAF Cosford once a fortnight. Annual Camps are held at Easter for the RAF section and in July for the Army section. We firmly believe that the real benefit to cadets lies in these events and the opportunities they offer.

The CCF is staffed by a dedicated and experienced team of Cadet Force Adult Volunteers (currently 15 Army, 7 RAF). Whilst all have some ties with QMGS, fewer than half are current teachers at the school. We have recently embarked on a concerted effort to recruit recent cadets as instructors – recognising that whilst they may only be around for a few years they can nevertheless still offer much back to the contingent.

We are not complacent and recognise that there is always much we can do to improve and that the organisation is always evolving as the cadets, school and adult volunteers change. The restrictions on training of the Coronavirus pandemic have had a significant impact on our cadets' progress, and we recognise that it will take several years to return to our previous position. Yet we remain determined to offer our cadets a varied and interesting programme that benefits all of them. Feedback from our cadets is very clear that they get back what they invest, very much in keeping with the motto of the school.

Farchynys

Farchynys, the school's Welsh Centre, is located on the stunning Mawddach Estuary in southern Snowdonia with views over to Cadair Idris. Originally purchased for the school in 1963 it has been a centre for adventure and learning in a contrasting setting for generations of pupils.

In recent years, to match an expanding school, the Farchynys Estate has expanded to now include three properties and extensive woodland, and is managed through a separate legal company. The educational properties still provide basic, dormitory-style accommodation. Alongside we operate a self-catering holiday cottage to help generate income for the project.

All year 7 pupils visit Farchynys for a week-long "Learning to Learn" residential at the end of their first year; a chance to learn in another context and start developing other essential life-skills.

The CCF are regular visitors to Farchynys for weekend training events throughout the year, offering a range of both traditional and adventurous training opportunities.

Co-Curricular Programme

A Queen Mary's education is not just about academic exam grades, and we value our activities outside the classroom as much as those inside. We want to develop our students' characters: developing confidence, team-work, leadership, resilience and determination through our myriad range of enrichment activities.

The Role

We are looking to recruit a School Staff Instructor working with our large and vibrant Combined Cadet Force. Alongside the CCF side of the role, the successful candidate would offer wider support to the Co-Curricular activities at the school, in particular undertaking some operational management of Farchynys, the school's Outdoor Centre in Wales.

We are seeking an individual with recent experience within the regular, reserve or cadet forces who will both lead the administrative aspects of the contingent as well as providing specialist input to the training programme. You will be a good team player who is able to build strong relationships with both cadets and adult volunteers, as well as having a proven ability to juggle multiple projects simultaneously.

The SSI is the key enabler of success in a CCF contingent. They enable the Contingent Commander and other CFAVs to concentrate on forward planning, delivery, assessment, and supervision of cadet activities. The SSI works directly to the Contingent Commander, actively supporting both Army and RAF sections.

As a school we actively encourage all staff to continuously develop as a professional. If not already in your possession you will need to gain several cadet specific qualifications early in the role; we also encourage wider professional development at all levels in the organisation.

Job Description

Post Title	CCF School Staff Instructor & Co-Curricular Support
Responsible to	AHT Co-Curricular / CCF Contingent Commander
Grade:	NJC 15-23 (£25,878 - £30,151 FTE) Actual salary £18,127 - £21,120 Opportunity to claim CFAV Volunteer Allowance for training activities undertaken off-site or on non-core days under same terms as other CFAV.
Contract arrangements	4 days per week, term time only (inclusive of training days). Plus up to 51 volunteer allowance days as detailed above. 30 hours per week. Expected to attend weekly unit parades: currently Fridays 1600 – 1730 Expected to attend Annual Army Camp (1 week in July)
Disclosure	The post is subject to an enhanced DBS disclosure with barred list check. Additionally the post is subject to satisfactory Security Clearance being obtained through MOD.
Outline of Job role:	
<ul style="list-style-type: none"> • Play a key role with the Contingent Commander in leading and developing our CCF Contingent • Provide administrative and logistical support to facilitate the unit's training • Plan and deliver training activities to cadets and CFAV • Provide operational management of Farchynys, contributing to ongoing development of this project • Support the wider co-curricular programme at the school 	
JOB DESCRIPTION – CCF SSI	
J1 – Personnel	
<ul style="list-style-type: none"> • Maintain standards and contribute towards motivation within the unit • Be the first point of contact for cadets regarding CCF • Complete routine administration for all cadets and CFAV on WESTMINSTER and BADER: ensure records are kept up to date, record Parade Night attendance and update qualifications and training completed • Administer new CFAV and Cadet joiners to the contingent • Liaise with regional Cadet Training Team (CTT) and RAF Test personnel • Observe Health & Safety duties at all times whilst working • Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact 	
J2 – Security	
<ul style="list-style-type: none"> • Fulfil role of Assistant Unit Security Officer • Undertake Branch Security Courses at prescribed intervals • Be responsible for the day to day security of CCF buildings and equipment • Maintain security for the unit armoury 	
J3 – Operations	
<ul style="list-style-type: none"> • Plan and deliver safe and enjoyable cadet training, within bounds of qualifications • In liaison with activity owners, ensure the Safe System of Training and Cadet Safety Management System is in place for all events and activities. Be in the key person in ensuring procedural compliance with ACSMS. Maintain administration of events on WESTMINSTER. • Coordinate event bookings with DIO through BAMS. • Attend Annual Camp • Attend other training events as required 	
J4 – Logistics	
<ul style="list-style-type: none"> • Manage all unit equipment and stores • Maintain appropriate records, including issue and receipt to cadets and CFAV • Ensure serviceability of equipment, including arranging repairs and inspections • Coordinate CSS requests and bookings for planned training (feeding, transport, ammunition, etc) • Manage the unit armoury including mandatory routine checks 	

- Manage unit equipment and material stores
- Liaise with regional CTT regarding provisioning and accounting of all stores
- Fulfil the requirements of the CCF Equipment Care Directive

J5 – Plans & Policy

- Attend CCF planning meetings as required
- Keep abreast of current policy and regulation regarding cadet forces, disseminating information to relevant people when required
- Put forward ideas and suggestions for continual development of the cadet experience delivered by the unit
- Attend conferences or meetings with external bodies as required, including Brigade SSI conferences
- Support the Contingent Commander in maintaining Unit Standing Orders

J6 – Comms & IT

- Maintain all unit records on WESTMINSTER
- Assist CFAV in using WESTMINSTER and other cadet force IT systems
- Monitor and disseminate information from the CCF email account
- Field routine correspondence to the CCF to the appropriate person

J7 – Doctrine & Training

- Maintain own professional development and contribute to the CPD process of others
- Attend training courses as required to maintain currency or to meet unit needs
- Maintain unit publications and pamphlets, including updates as required
- Control all mandated compliance training for CFAV within the unit to ensure appropriate governance.

J8 – Resources & Finances

- In liaison with the Contingent Commander, process VA claims for CFAV
- On behalf of the RAU manage the indoor range
- Assist with management of the school vehicle fleet

J9 – Civil Military Co-operation

- Undertake other CCF duties as may be reasonably required by the Contingent Commander
- Contribute to the wider life of the school
- Undertake any other duties within the school as reasonably agreed with the Headmaster

JOB DESCRIPTION – Co-Curricular Support, inc Farchynys

- Contribute to the overall Co-Curricular programme at the school
- Provide administrative support to the Co-curricular programme through working with the AHT Co-Curricular.
- Manage the school vehicle fleet, including routine checks

Farchynys

- Provide operational management for Farchynys
- Contribute to ongoing development of the estate and Farchynys Estates Management Ltd
- Undertake routine checks on properties
- Carry out minor maintenance tasks within properties and woodland, within limits of experience
- Coordinate and liaise with contractors
- Liaise with letting agent and cleaner for the Cottage concerning bookings
- Deal with customer contact and complaints as required
- Help develop procedures and experience to maximise usage and encourage bookings from other schools within and out-with the trust.
- Attend quarterly board meetings of Farchynys Estate Management Ltd

The post holder will be expected to travel to Farchynys in North Wales regularly to undertake some of these duties.

This job description is not exhaustive and additional reasonable responsibilities may be assigned in order to deliver the aims of the school. This document will be reviewed periodically with the post holder as part of the appraisal cycle.

Person Specification

ESSENTIAL

- Experience as an SNCO, WO or Officer in the Regular, Reserve or Cadet Forces
- Good team player. Able to motivate others with energy and enthusiasm and build strong relationships
- Confident, friendly and approachable; a positive “can-do” attitude
- Instructional or teaching experience
- Experience working with cadets or young people
- Experience managing own workload and working on own initiative
- Proven ability to juggle multiple demands and priorities, working calmly under pressure
- Good practical knowledge of cadet type activities (field craft, map reading, adventurous training, skill at arms, first aid, drill)
- Skilled user of IT and computer software
- Good written and verbal communication skills
- Highly organised and efficient administrator
- Understanding and experience of managing Health and Safety
- Hold or prepared to gain cadet instructor qualifications
- Hold or obtain DBS clearance at enhanced level
- Hold or obtain Government Security Clearance
- Full driving licence

DESIRABLE

- Previous experience within the Cadet Forces
- Skill at Arms Instructor
- Range Management Qualifications
- Exercise Conducting Officer Qualifications
- First Aid Qualification
- First Aid Instructor
- Adventurous Training Qualifications (eg ML, RCI)
- D1 Minibus licence
- Health & safety qualification
- Knowledge of military stores accounting

NB You must be suitable to work with children. This job is subject to an Enhanced Disclosure.

Closing Date: Monday 11 December 2023 – 9:00am

Interviews: W/C 11 December 2023

Please return completed application forms to s.sahota@qmgs.merciantrust.org.uk

Queen Mary's Grammar School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Safeguarding and Safer Recruitment Policies can be found on our website.

The Mercian Trust

Queen Mary's Grammar School is a Founder Academy of the Mercian Multi-Academy Trust. According to the National Schools Commissioner, Sir David Carter, MATs exist:

- to secure school improvement and develop people
- to encourage good governance and proper risk management
- to secure the financial health of all its academies.

We sign up to those ambitions. In our MAT, the Mercian Trust, we choose to pursue life to the full in the business of education.

We are convinced that we are stronger together. The Mercian Trust is already helping to shape the educational landscape in exciting ways. We welcome you to be part of that story.

The members of The Mercian Trust are: Aldridge School, The Ladder School, Queen Mary's Grammar School, Queen Mary's High School, Shire Oak Academy, Walsall Studio School, Q3 Langley, Q3 Great Barr, Q3 Tipton

Our schools prepare pupils to live life to the full by equipping them to realise their full potential as learners; to thrive in the world of work; and to make a positive contribution to the local, national and international community.

You may have heard about some MATs that seem to have turned into big businesses. That is not our view of what education should be about. That is why Queen Mary's Grammar School wanted to be right at the heart of decision making of what our MAT should look like.

The Mercian Trust respects the autonomy of its member schools but, through collaboration, it will foster strengths greater than the sum of its parts. Put simply, the Trust provides a framework for sharing expertise, enthusiasm and experience.

Location

Queen Mary's Grammar School
Sutton Road
Walsall
West Midlands
WS1 2PG

Tel: 01922 720696
Fax: 01922 725932

Queen Mary's Grammar School is located on the Sutton Road, in the leafy south of the town and close to the centre of Walsall. Travel to the school is very convenient, being approximately 10 minutes' drive from both junctions 7 and 9 of the M6.

There are good bus links from Birmingham to Walsall (with the 51 and X51 buses) and there is a direct train route to Birmingham from nearby stations in the town centre, Bescot Stadium and Tamebridge Parkway.

The close proximity of Walsall, Wolverhampton and Birmingham City Centre provides excellent access to shopping, leisure facilities, museums, cinemas and a wide range of nightlife.

House prices in Walsall are also very competitive compared to the Midlands as a whole and there is a range of good local primary schools and nurseries for those with young families seeking to move close to Queen Mary's.

You are very welcome to visit the school. Please contact Simran Sahota, s.sahota@gmgs.merciantrust.org.uk (Executive Assistant) to arrange a visit. Such visits are strongly encouraged.