



**KELVINSIDE
ACADEMY** 1878

**KELVINSIDE ACADEMY COMBINED CADET FORCE
HEAD OF ARMY SECTION**



Role Title: Head of Army Section, Kelvinside Academy CCF

Responsible to: CCF Contingent Commander

Location: Kelvinside Academy, Glasgow

Time Commitment:

- Weekly Thursday afternoon/evening parade sessions during term time
- Participation in Field Days, weekend exercises and training activities
- Attendance at annual camp and summer activities where available
- Attendance at the Annual Inspection in June
- Additional planning and administration as required



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Overview

Kelvinside Academy seeks an enthusiastic, organised and inspiring individual to lead the Army Section of its Combined Cadet Force.

The Head of Army Section plays a key leadership role within the contingent, supporting the Contingent Commander in delivering a high-quality cadet experience that develops leadership, resilience, teamwork, confidence and personal responsibility among pupils.

This is an excellent opportunity for a current or former Cadet Force Adult Volunteer, serving or former member of the Armed Forces, teacher, or individual with youth leadership experience who is passionate about developing young people through challenging and rewarding activities.

Key Responsibilities

Leadership and Management

- Lead and manage the Army Section of the Kelvinside Academy CCF.
- Provide vision, direction and enthusiasm for the continued development of the Army Section.
- Support the recruitment, retention and progression of cadets.
- Mentor and develop cadet Non-Commissioned Officers.
- Foster high standards of behaviour, dress, discipline and personal conduct.

Training Delivery

- Plan and oversee a progressive and engaging training programme.
- Co-ordinate instruction in areas such as:
 - Fieldcraft
 - Navigation
 - Leadership
 - First Aid
 - Military knowledge
 - Drill
 - Adventurous training
 - Skill at Arms (where appropriately qualified)
- Support cadets working towards recognised qualifications and awards.

Activities and Events

- Assist with the planning and delivery of:
 - Weekly Thursday parade evenings 3.45 -5.00
 - Field days
 - Annual camp
 - Adventure training activities
 - Remembrance events
 - The Annual Inspection

Safety and Safeguarding

- Promote a culture of safety, inclusion and wellbeing.
- Ensure all training and activities are conducted in accordance with:
 - MOD regulations



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- CCF policies
- Kelvin's Academy procedures
- Safeguarding requirements
- Contribute to risk assessment and activity planning processes.

Administration

- Maintain appropriate training records and attendance information.
- Assist with equipment accountability and stores management.
- Support communication with cadets, staff and parents where appropriate.
- Complete required administrative returns in a timely manner.

Representation

- Act as an ambassador for Kelvin's Academy CCF.
- Develop positive relationships with:
 - 51st Infantry Brigade and Headquarters Scotland
 - Local military units
 - Parents and the wider school community
- Support recruitment and promotional events.

PERSON SPECIFICATION

Essential	Desirable
• Experience within the Combined Cadet Force, Army Cadet Force or other cadet organisations. • Strong leadership and organisational skills. • Enthusiasm for youth development and outdoor learning. • Ability to motivate and inspire young people. • Excellent communication and interpersonal skills. • Commitment to safeguarding and pupil welfare. • Ability to work collaboratively as part of a team. • Willingness to undertake required training and qualifications. • Ability to attend weekly Thursday CCF sessions and key annual activities.	• Current or former CFAV. • Military or Reserve Forces experience. • Experience working with young people. • First Aid qualification. • Adventure Training qualifications. • Range, shooting or Skill at Arms qualifications.