



**ADVENTURE ACTIVITIES CO-ORDINATOR; CONTINGENT COMMANDER OF THE COMBINED
CADET FORCE (CCF); HEAD OF DUKE OF EDINBURGH AND HEAD OF TARGET SHOOTING
JOB DESCRIPTION**

Job Title: Adventure Activities Co-ordinator; Contingent Commander of the Combined Cadet Force (CCF); Head of Duke of Edinburgh and Head of Target Shooting

Responsible to: Senior Deputy Head

Responsible for: School Staff Instructor (SSI), Educational Visits Co-ordinator (EVC) and Duke of Edinburgh Co-ordinator (DofE)

Main Purpose:

1. To lead, plan and supervise the organisation of the school's programme of activities in each field.
2. Manage the CPD of staff in order to fulfil the programme.
3. To oversee the management of all relevant kit stores including purchasing, repair and logging of and accounting for all equipment.
4. To ensure Evolve is completed the risk management of all activities.
5. For the management of all budgets.
6. To work with Senior Management Team to provide an inspiring strategic vision in all activities.

The role is supported as follows:

- a) AA Co-ordinator: Sedbergh School instructors.
- b) CCF commander: SSI, master's inclusive of Army & Navy.
- c) Head of DofE: DofE Manager, DofE co-ordinator, Leads in Gold, Silver & Bronze sections.
- d) Head of Target Shooting: SSI & Shooting Resident Graduate.

Roles:

1. Adventure Activities Co-ordinator

The introduction of year 9 pupils into the Sedbergh environment is a crucial element of their education and the school has contracted the Civvy to Commando (C2C) team to deliver an exciting and challenging programme of activities to this group of pupils in conjunction with completing their bronze D of E certificate and some of the exciting elements of the CCF syllabus.

Service and adventure activities take place mainly on Thursday afternoons and on some weekends during term time. Some activities take place during the holidays and service activities can take place throughout the year, with all pupils expected to participate.



2. CCF Contingent Commander

The role is responsible for leadership of the CCF contingent covering Navy and Army sections, their adult staff and pupils during CCF activities. Including promoting and recruiting for the CCF among staff and pupils and to build the culture of service which is a pillar of life at Sedbergh.

Provide a vision for the development of CCF at Sedbergh, drawing on current best practice and the identification of opportunities for innovation and added value and inspiring enthusiasm for, and engagement with, cadet pathways and opportunities.

The aim is for pupils to benefit from their CCF experience, developing their leadership and other skills in line with Sedbergh and wider CCF values under the auspices of the CCF both in school and outside on the wide range of courses and activities on offer.

3. Head of Duke of Edinburgh programme

Pupils will start their time at Sedbergh in Year 9 participating in the Bronze Duke of Edinburgh Award role as part of a 3-way set of activities linked to CCF and C2C. The Head of DofE will support the DofE Co-ordinator to ensure that the Bronze DofE programme is delivered successfully as part of the Year 9 activity programme as well as administering the successful delivery of the Silver and Gold DofE programmes.

Working with the DofE Coordinator to ensure the DofE instructors to deliver high quality, challenging and enjoyable Year 9 DofE programme. They will engender a culture which encourages staff to participate as instructors or adult volunteers for the DofE programmes and monitor and evaluate the effectiveness of training activities and adjust as necessary.

4. Head of Target Shooting

Produce a weekly, termly and annual training program for Target Sports aimed at the different levels of skill from novice and intermediate to experienced shots across the different shooting disciplines.

As part of the shooting training programme, identify a balanced programme of postal and shoulder to shoulder competitions and tours appropriate to the standard of firers. Act as the primary instructor, coach and mentor for all target sports.

5. Non-resident tutor

All pupils are assigned to a Tutor by their Housemaster/Housemistress. The Tutor has many roles but principally is to be responsible for the academic progress and general wellbeing of their tutees. The Tutor can therefore have a considerable impact on the school life of their tutees and tutoring can therefore be one of the most rewarding aspects of teaching at Sedbergh.



Health and Safety:

All staff should be aware of the school's health and safety policy and implement it as appropriate.

Safeguarding:

All staff employed by Sedbergh School are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.

These roles and responsibilities provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the level of this post.

Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Registered Charity No 1080672