



Activities Coordinator

1. Reporting to the Assistant Head (Co-curricular) and working closely with the SSI, contingent commander of the CCF and the Director of Sport.
2. To produce annual, termly and weekly programmes for all activities, service and C2C arrangements.
3. To attend weekly ops meetings to ensure that all logistics, travel, catering and accommodation issues are co-ordinated with the school.
4. To work with those in charge of individual activities to maintain an audit of all activities equipment and manage its repair and renewal as appropriate.
5. To work with those in charge of individual activities to maintain an audit of all activity staff training records and arrange further training where appropriate.
6. To investigate opportunities to extend the school's provision in the area of outdoor and adventurous education.
7. Ensure that the budgets for each activity are managed appropriately and balanced through the year.

Contingent Commander CCF

1. Have responsibility for all aspects of the CCF programme and its implementation, ensuring an exciting, varied and effective CCF training programme, making full use of the SSI and staff involved with the CCF.
2. Promote attendance at external courses where adult instructors and cadets achieve qualifications in military skills and adventure training.
3. Manage and administer the Contingent in line with the CCF Regulations, and the appropriate Ministry of Defence and Cadet Force HQ policy, rules and practices.
4. Maintain an up-to-date knowledge of Safeguarding legislation, and the Schools' safeguarding policies and procedures as well as understanding Cadet Force policies for safeguarding.
5. Supervise the School Staff Instructor, in accounting for, securing and maintaining MOD issued loan equipment and the MOD provided infrastructure at the School in line with the Combined Cadet Force Regulation, and the relevant MOD and/or Cadet Force HQ policies, rules and practices.
6. Manage and audit of the Contingent Grant in line with the Combined Cadet Force Regulation, ensuring that public funds are used correctly. Apply for the various charitable grants on offer for the benefit of the contingent and cadets.
7. Represent the School at relevant courses, conferences and meetings pertaining to CCF and be prepared to attend all CCF events including Summer Camp, Field Days and the Remembrance Service.
8. Ensure that all cadet activity, courses and training is planned and delivered in line with the relevant MoD Safety Management System and in line with School Health and Safety policy.



Head of Duke of Edinburgh

1. Accounting for, safe storage of and issue of relevant School DofE expedition stores and camping equipment on a whole fleet basis.
2. Ensure the equipment budget is managed and using its used for repairs, upgrades and replacement of existing equipment.
3. To oversee the transport requests related activity requiring transport, applying the most cost-effective approach and to include safety vehicles where necessary.
4. To ensure suitable plans for catering support to each activity when it overlaps with meals. This may include central provision of packed meals, centralised feeding or suitable self-cook rations depending on the activity.
5. To ensure arrangements with landowners are in place and camp site bookings are completed.

Head of Target Sports

1. Ensure that the logistic planning for shooting and is in place including transport, catering, accommodation, range booking etc.
2. Security of Arms and Ammunition in store and in transit.
3. Ensure that Sedbergh School Rifle Club is operated and registered within the laws and guidance of:
 - a) Firearms Licensing and the United Kingdom Home Office.
 - b) The MoD.
 - c) NRA UK.
 - d) NSRA UK.
 - e) Cadet Council for Rifle Shooting CCRS.
 - f) Sedbergh School.
 - g) Any other authority or governing body appropriate to the Sport.
4. Ensure that the budgets for target sports are managed appropriately and balanced through the year.
5. Follow all appropriate MoD and Civilian health, safety policies and protocols in the pursuit of target sports in line with the School health and safety policy.
6. Be the responsible person for the security of all club firearms, ammunition and ranges and maintain records of their purchase, sale, expenditure and disposal.
7. Holding the School firearms certificate with the SSI, EVC and DofE Coordinator
8. Be a named person on the School firearms certificate with Educational Visits, CCF and Bronze DofE Co-ordinator
9. Ensure entry forms to NSRA CCRS, county and national school competitions are completed on time and that all suitably qualified pupils are given an opportunity to compete and once entered, the competition cards are completed in time.
10. Plan the annual full-bore rifle competition programme, including entry to the NRA Cadet Meeting and the NRA Imperial Meeting.
11. Ensure that pupils are nominated for Cadet international teams and the annual Maple Taste selection weekend.



12. Arrange for a suitable training camp at Bisley over the Easter holidays to act as an introduction to and revision of the challenges of full-bore rifle shooting.
13. Maintain registers and qualification records for staff and pupils/cadets.
14. Ensure that all staff, cadets and pupils are appropriately trained and safe in the use of any firearms, ranges or shooting grounds used by Sedbergh School.
15. Develop a programme of course for staff, cadets and pupils are to be trained and qualified in relevant shooting coaching qualifications and range safety and conducting qualifications.

Non-Resident Tutor

1. Tutors are required to meet with their tutees individually throughout each week, and outside of duty nights, to discuss all aspects of their lives at school and to listen to their concerns.
2. Tutors are expected to know their tutees' SEND status and any other needs, and to monitor all their rewards and sanctions, detentions, attendance and academic tracking information.
3. Tutors are expected to routinely communicate all issues with their HSM, share information about their tutees at the weekly House meeting, and be in regular communication with parents.
4. Tutors should communicate with the relevant Head of Year (HoY) to recommend tutees who would benefit from further support or from being placed on behavioural or academic report when appropriate.
5. Tutors should have a clear picture of their tutees' co-curricular participation and intervene when appropriate.
6. Academic matters will be overseen by HoYs and pupils and tutors will meet within their year groups once every half term to discuss general academic matter. This is in addition to the House duty night commitment.
7. Tutors are responsible for delivering weekly PSHE lessons in tutor period, following the Sedbergh Compass programme and maintaining tutees' learning maps.
8. Tutors are expected to take full responsibility for their tutees' reports by thoroughly proofreading all comments and checking that grades and comments represent an accurate and coherent report. Tutors will then write a comment that highlights how their tutees' may make further progress.
9. Tutors should communicate with parents or guardians at least once every half term in addition to the reporting cycle. Duty Nights
10. Tutors are required to attend lunch and tea on their day of duty and to run the House from tea until 10.30pm. The expectations during prep will be established by HSMs.
11. If staff are unable to complete their duty for any reason including other school commitments, then they should arrange a swap and inform the HSM in good time.
12. Due to the reduced number of Friday night duties, Friday night tutors should be residents who are able to cover absent staff on other nights at very short notice.