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| **LOCATION:** | HMS SULTAN | **UNIT**: | 764 ITS, RNAESS |
|  |  |  |  |
| **POST:** | 764 INSTRUCTOR – ICTA 764Inst | **RANK/GRADE:** | OR4-OR9 |
|  |  |  |  |
| **DATE TORs LAST REVIEWED:** | 22 JUN 21 | **JPA POSITION:**  **HRMS:** | (JPAN)  - |

**ORGANISATION**

1. **DSAE MISSION:** *To train and educate aeronautical engineers and technicians in order to meet the requirements of Defence, and trainees, now and into the future.*
2. **DSAE VISION:** *A transformed DSAE, as an engineering academy across Defence and industry, of national renown and international acclaim, that is a more challenging and rewarding place to work and train.*
3. **HMS SULTAN VISION:** *The home of Air and Marine Engineering developing highly motivated and capable Engineers for the Royal Navy.*
4. **RNAESS MISSION:** *Modern Professional Training for the FAA’s Air Engineer Officers, Technicians and Survival Equipment Ratings.*

**POST HOLDER’S TASKS/RESPONSIBILITIES**

1. **Primary Role.** The Post Holder’s primary purpose is to instruct AETQC Technical Training in accordance with current instructional specifications and to maintain Naval Engineering Standards and Ethos, by providing currency and professional expertise in assessing the suitability of candidates undertaking Phase 2A training. This is to be achieved iaw the RNAESS Management Plan and to deliver all aspects of AETQC iaw JSP 822 BRd3 and RNAESS MTS.

**POST HOLDER’S SPECIFIC TASKS/RESPONSIBILITIES**

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| **Ser No** | **Tasks and Responsibilities** | **Estimated % Time** |
| (a) | (b) | (c) |
| 1 | To carry out instruction and examination both practically and orally for the AETQC, whilst maintaining Naval Engineering standards, ethos and discipline required in a Naval Aircraft environment. Whenever possible taking part in all activities involving their nominated class. | 75% |
| 2 | Concerning themselves with all aspects of the wellbeing of the trainees under their charge with respect to welfare, duties and living conditions iaw the Supervisory Care Directive HMS SULTAN and JSP 822. |
| 3 | Dealing with trainee’s personal matters when within their care and advising on any service matters. Bringing these problems to the attention of the relevant Professional Divisional Officer if required. |
| 4 | Manage H&S awareness (student briefing & monitoring) bespoke to the training delivery in the classroom/training environment. |
| 5 | Assist PDOs with training reports and records for individual students and proposing corrective action when trainees fall below standard in academics, attitude or Naval General Training. Reporting any noteworthy achievements of students to the appropriate Divisional Officer and/or Senior Instructor. |
| 6 | Act as Module Responsible Instructor (MRI), for modules as directed by the 764 Trade Leads and Course Design Manager (CDM) ensuring that module content, training aids, formative assessments and media are relevant and up to date through a process of regular validation. |
| 7 | To assist the Divisional Officer in Divisional Administration as required, and/or to conduct reporting responsibilities IAW 764 ITS Divisional Structure which is held in 764 Share Point/764 Management/764 AEO/General. | 25% |
| 8 | Carry out 764 Initial Training Squadron Duty Supervisor as detailed by the Duty Roster produced by 764 ITS Exec PO iaw RNAESS MTS. |
| 9 | To invigilate and mark examinations as detailed by the 764 ITS Senior Instructor or 764 ITS QA/Exam CPO |

1. **Authority** – The Post Holder is accountable to 764 AEO, 764 SMR and 764 SSI, as the 764 INST for which the individual exercises the following authority in pursuit of RNAESS output.

a. To award Minor Administrative Actions in line with the HMS Sultan MAA tariff subject to review by an authorised reviewing officer.

b. Is authorised to liaise with AMS Support Staff to carry out their duties for delivery of the AETQC.

c Award Remedial training both Academic and for Poor Attitude and Behaviour when required to do so in accordance with MTS only when authorised by higher authority at Chief level and above.

d. Is permitted to undertake the post holder responsibilities, as authorised in accordance with the Squadron Engineering Authorization record (STARs once activated).

**POST HOLDER COMPETENCIES AND TRAINING NEEDS**

1. **Security Clearance** The security clearance required for this post is: SC
2. **Required Skills & Knowledge Profile**

**Experience**

**Essential:** Must have maintained military aircraft previously.

**Highly desirable:** DTc (formally DTTT) qualification.

**Desirable:** Instructed previously.

**Orders.** The Post Holder is to acquaint themselves and comply with all applicable Establishment Orders and the role specific policy directives and orders as listed below:

1. Sultan Orders.
2. RNAESS Orders.
3. RNAESS MTS.
4. RNAESS QMS*.*

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| --- | --- |
| Core Competencies | Required Background, experience and attributes |
| Essential | CMS (Fitness Test – unless exempt)  NSV Security Clearance  HMS SULTAN Induction  Dii User  Information Skills, Defence Information Management Passport  Advanced Level Diversity and Inclusion Training  DSE Awareness  CMS, Substance Misuse |
| Highly Desirable | CRB/DBS Check  Care of Trainees Basic  Care of Trainees Enhanced  Certificate Of Competency-Supervise A/C Maintenance |
| Desirable | Appraisal Report (SJAR) recommend to instruct within a Phase 2 Training School. |

1. **Training Needs**

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| --- | --- | --- |
| Course Title | Frequency (e.g. annually) | Date to be complete by |
| RNAESS Induction.  **Time:** 30mins | Once Only | On Joining |
| HMS SULTAN Induction.  **Time:** 2Hrs | Once Only | On Joining |
| Display Screen Equipment – Awareness  Display Screen Equipment V6.0  Ref – (DLE Course Code: V397)  **Time:** 30 Mins | Once Only | On Joining /Change of IT Equipment |
| **Fire Safety**  Ref – DLE – Fire Safety V3.0  **Time:** 45 Mins | Annually | On Joining |
| **Additional Naval Core Training (NCT)**  Ref – NCT 2,3,4,6,7 & 9  **Time:** 8Hrs | As detailed IAW JPA | Check on Joining |
| NCT 1 - RNFT  **Time:** 1Hr | Annually | Within 3 months of joining HMS SULTAN |
| NCT 5 - Substance Misuse  **Required:**  **Time:** 2Hrs | Every 2 years | Check on Joining |
| NCT – Prevent Training  **Time:** 2Hrs | Every 3 Years | Check on Joining |

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| **Course Title (Post Specific)** | **Frequency (e.g. annually)** | **Date to be complete by** |
| DSAT Mod Defence Systems Approach to Training Course  Ref: DLE Defence System Approach to Training eLearning v1.0  **Time:** 2Hrs | Once Only | On Joining |
| Professional/Naval Service Coaching Workshop (Navy)  Ref –BRd3 Ch 21, Para 2162/RNTM 07-029/19  **Time:** 1 Day | Once Only | On Joining |
| DTc/DTTT course  **Time**: 2 weeks | Once Only | On Joining |
| COT Enahnced course  **Time:** 2 Day | Completed with DTTT Course | On Joining |
| CRB(Enhanced)  Ref – All personnel in contact with Ph2 trainees JSP 893 Refers.  **Time**: 2Hrs | Every 4 Years | On Joining |
| 764 ITS induction programme | Once Only | On Joining |

1. **Line Management Responsibilities:**

The Post Holder is positioned within the RNAESS Organisation as described within RNAESS MTS.

1. **Reporting Chain**

**Date of next SJAR** rank dependent

|  |  |
| --- | --- |
| 1st Reporting Officer (1RO/LM): | As directed by 764 SMR |
| 2nd Reporting Officer (2RO/CSO): | As directed by 764 SMR |

1. **Reporting Responsibilities**

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| 1st Reporting Officer (1RO/LM): | As detailed by 764 Divisional System |
| 2nd Reporting Officer (2RO/CSO): | None |

1. **Alternative Working Pattern (AWP)**

The opportunity to work an AWP, e.g. Job Share, Part-time working, Part-week home-working is:

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| --- | --- | --- | --- |
| Available |  | Not Available | x |

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| *If AWP arrangements are not available, please specify reasons:*  This post involves teaching or instructing daily which is face to face under COVID-19 restrictions. However, the post can be flexed to allow for school/nursery/other commitments as necessary. |

**Additional Responsibilities**

1. **Diversity and Inclusion.** You are responsible for ensuring that your personal conduct is in accordance with the terms of the MoD Equal Opportunities Directive / RN Diversity and Inclusion policy. In particular you are to ensure that:
2. Your behaviour and personal conduct are exemplary and that you treat all your colleagues with fairness, decency and respect.
3. The use of racist or sexist language or the use of inappropriate nicknames ceases.
4. You foster an environment where personnel feel able to register a complaint.
5. Any complaints are investigated swiftly and sensitively.
6. Ensure that your own conduct does not amount to bullying or harassment.
7. Have the moral courage to challenge inappropriate behaviour.
8. Be prepared to support those who experience or witness bullying or harassment.
9. **Health and Safety.** In general terms, under the Health & Safety at Work etc Act 1974 (the Act), you are responsible for taking reasonable care for the health, safety and welfare of yourself and others who may be affected by your acts or omissions.  You are to comply with the requirements set out in the MOD Health and Safety Manual (JSP375) and all other applicable associated MOD published safety regulations, procedures and conditions.

a. **Employers / Line Managers** are to note that under the Act, employers have a duty to look at the design and construction of their facilities and the conduct of their undertakings as a whole, to ensure that the safety of their employees and that of others associated with their undertakings and of the general public is not adversely affected by their activities (Sections 2, 3 and 4 of the Act). Most management grades down to junior level are accountable as managers and, therefore, some of the general duties of employers as laid down in Section 2 and 3 of the Act apply to them in relation to their staff and work activities.

# b. **All Employees** are to note that they have a duty to take reasonable care to avoid injury to themselves and to others by their work activities, and to co-operate with employers and others in meeting their statutory requirements (Section 7 of the Act).Also, they may not interfere with or misuse anything provided in compliance with the Act, to protect their health, safety or welfare (Section 8 of the Act).

1. **Environmental Protection.** You are responsible for ensuring all personnel within your AOR are aware of their role in protecting the environment in accordance with the Environmental Protection Act 1990, the Environment Act 1995 and associated legislation. You should pay particular attention to any local environmental issues and ensure that line managers conduct a significant environmental aspect review annually in accordance with the instructions contained in JSP 418 and report the findings to the Sultan Environmental Protection Adviser.
2. **Business Continuity**. Business Continuity (BC) is a core activity that ensures the School is able to deliver training and is resilient to events that adversely affect the School’s infrastructure, information systems and personnel. The RNAESS Business Continuity Plan is detailed in MTS Procedure 1.19, which is authorised by XO RNAESS. You are to make yourself familiar with the immediate response actions you are to take on initiation of the Business Continuity Plan whether during work hours or outside the normal working day.
3. **Memberships**

Termly Instructor forums

1. **Secondary Duties**
2. To carry out additional 764 staff duties/responsibilities dependent on Position IAW RNAESS SOs, Section 2
3. Conduct whole-ship community tasks to benefit the wider community and promote a positive image of the Royal Navy, HMS SULTAN and the DSAE/DCTT.

**SIGNATURES**

**Line Manager**:

These Terms of Reference are agreed and issued.

Post:

Name: Signature: Date:

**Post Holder**:

I acknowledge receipt of and understand the above Terms of Reference. I have also acquainted myself with all applicable Site, MOD and Role specific policy directives and orders

as listed at paragraph 6.

Name: Signature: Date: