

## UNCLASSIFIED

<b>JOB SPECIFICATION (2010)</b>		<b>JSN</b>	
<b>Position Title</b>	Cadet Training Team (CTT) Sgt	<b>Date Approved</b>	4-Oct-11
<b>Unit</b>	Cadet Training Team	<b>Approved By</b>	
<b>Location</b>	Kingston	<b>TLB</b>	HQ LF
<b>Establishment Type</b>	Established Post	<b>Rank/Grade</b>	OR6/SGT
<b>Establishment/OET Ref</b>		<b>Service/Type/Arm</b>	Army/E2/FTRS(HC)
<b>UIN/SLIM/JPA PID</b>	A2678A 2085905	<b>Exch/NATO/JSRL No</b>	Nil
<b>Incumbent</b>	Nil	<b>Staff/Command</b>	
<b>E-mail</b>		<b>WTE/MSTAR</b>	
<b>Phone Number</b>		<b>Manning Priority</b>	2
<b>Security Status/Caveats</b>	SC/Nil	<b>Assignment Length</b>	36 Months
<b>Reporting Chain</b>	Army	<b>Primary Career Field</b>	Combat
1 <sup>st</sup> RO	CTT Capt	<b>Sub Field 1</b>	
2 <sup>nd</sup> RO	OC CTT	<b>Secondary Field</b>	HR
3 <sup>rd</sup> RO		<b>Sub Field 2</b>	
<b>Unit Role:</b> To provide training support to cadet units and assurance to the chain of command within boundaries.			
<b>Position Role:</b> To provide training and support to allocated CCF contingents and ACF as directed.			
<b>Responsibilities:</b> <ol style="list-style-type: none"> <li>1. Embed with allocated CCF Contingents and ACF units. Visit routinely, as a minimum weekly 1/2 day within education curriculum of CCF Contingents, and develop close working relationships with all Contingent staff.</li> <li>2. Ensure the Safe System of Training principles are adopted for all CCF activities. Provide the first level Safety Assurance on all CCF routine and out-of-school activities.</li> <li>3. Assist/encourage the Contingent Commander to produce an inspiring yet efficient and structured Contingent Training Programme which is safe. Assist Contingent staff with reconnaissance of unfamiliar training areas.</li> <li>4. During regular weekly visits to Contingents, act on behalf of the CQMS in delivering G4 resources and collecting items for disposal or back loading, provide equipment care advice, conduct management checks on stores and accounts as directed by CQMS.</li> <li>5. Conduct initial training for CCF (Army) Officers and assist in the conducting of Initial Training Courses for ACF Adult volunteers as directed.</li> <li>6. Be prepared to act in any role commensurate with skills and qualifications to assist the Contingent in the execution of its training programme within limitations. Deliver training to allocated CCF contingents and ACF as directed.</li> <li>7. Act as POC for all visiting Army Inspection teams and liaise with CQMS who should be in attendance at all external G4 inspections.</li> <li>8. Conduct Methods of Instruction Courses and Leadership Cadres for potential Cadet NCOs as part of their APC CCF (Advanced) training and assist in the conduct of SCIC cadres for ACF and CCF cadets as directed.</li> <li>9. Conduct Regular Weapon Safety Training and Tests for CCF (Army) Adults. Conduct Pre-Firing Weapon Safety Tests for CCF (Army) Cadets. Monitor standards of instruction and mentor CCF Offrs and NCOs.</li> <li>10. Assist in the Biennial Reviews at allocated Contingents. Visit allocated ACF Detachments at least 6 monthly.</li> <li>11. Support annual CCF Summer Camp and support to ACF Company and County Training and Annual Camps as directed.</li> <li>12. Assist as appropriate with WESTMINSTER problem-solving and data entry.</li> </ol>			
<b>Pre Appt/Deployment Trg:</b> Must be CRB (Enhanced) cleared. Must have a full, valid UK driving license.			
<b>Domestic Considerations:</b>			
<b>Performance Attributes</b>	<b>Priority Component Features</b>		
Leadership	Inspirational, approachable and a role model to cadets.		
Judgement	Balance the needs of cadets with that of schools, parents and the chain of command.		
Subordinate Development	Ensure the cadet experience remains positive.		
Courage and Values	Shows tact and co-operation, and exercises self-discipline and control.		
<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>
Military Quals	SAA	Essential	AA Storeman desirable.
Other Quals/Competencies	RMQ 1 – 3	Essential	A range of Adventurous Training quals highly desirable
Education			
Language			
<b>Experience</b>			
Service/Arm/OGD	Army	Essential	
Operational			
Staff			
Command			
Fields/Trades	CBT	Desirable	
Environments	Land	Desirable	
<b>Other Comments</b>	Post holders will liaise with schools regularly.		
<b>Originator:</b>	<b>Appt:</b>	<b>E-mail:</b>	<b>Tel:</b>
<b>Auth by 2<sup>nd</sup> RO:</b> Maj Manning	<b>Appt:</b> OC CTT	<b>E-mail:</b> richard.manning868@mod.gov.uk	<b>Date:</b>

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