



NOW RECRUITING

**School Staff Instructor**

**Glenalmond College**

Est. 1847

# Glenalmond at a Glance

100+



SPORTS' TEAMS

117



DEDICATED STAFF

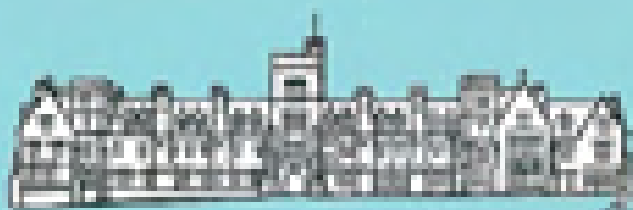
## 26 A levels

to choose from

61%

A\*/A

A level



75%

A\*/A

GCSE

80+ ACTIVITIES



Est.

1847

1: 12



STAFF: PUPIL RATIO



16 HIGHERS

## Welcome to Glenalmond

From my very first visit to Glenalmond, the College has impressed: it enjoys one of the most beautiful locations of any school in the country but is only a short distance from both Edinburgh and Glasgow, or even London.

It is an exciting and restless place of learning that takes seriously the serious business of study, but it is also a place of activity, of warmth and most importantly, of community.

Glenalmond is holding on to what is best from the past while equipping the pupils for tomorrow with a vibrant and modern education, shaped by the community in which the pupils and the teachers live, learn, and play.



A Glenalmond education is challengingly simple, and the aspiration for every pupil is to be decent, to have clear values, and have the courage to stand by them. The pupils have the best academic education they can so that they face the future with the greatest number of choices, while experiencing a rich range of opportunities; these develop competence which, in turn, provide confidence.

A foundation of clear values, confidence drawn from wide-ranging competence, and sharp minds able to synthesise, interpret and evaluate complex problems help young adults to respond with agility and lead in this ever-changing world.

As Warden, it is my privilege and my happy responsibility to identify people to join this close community. We are a dedicated staff who begin each day with excitement - excitement at the impact we will have on others, excitement at the rewards our work offers, and excitement at the fun we will have. I hope you too will feel this as you help shape the lives of the young people in our care but also preserve what makes Glenalmond so very special.

I look forward to welcoming you to Glenalmond.

A handwritten signature in black ink that reads "Mr. P. Alderson".

Dr M. P. Alderson  
Warden



## A Glenalmond Education



It is easy to identify a good school as one with good results, victories on the sports' pitch, and virtuoso musicians – and Glenalmond has all these – but the ultimate test of any community is in its courage and integrity and whether the people are good.

So what is a Glenalmond Education?

Simply, this:

- we want pupils to be decent, to have clear values, and have the courage to stand by them;
- we want pupils to have the best academic education they can so that they face the future with the greatest number of choices;
- finally, we want them to experience a rich range of opportunities as these will develop competence which, in turn, will provide confidence.



## Introduction

Founded in 1847 as the College of the Holy and Undivided Trinity, Glenalmond's original purpose was to combine 'General Education with Domestic Discipline and Systematic Religious Instruction'; from the very beginning, the College was destined to be a community in which the serious business of study was taken seriously and in which both pupil and teacher would live alongside one another.

Glenalmond is set in the stunning Perthshire countryside and enjoys magnificent grounds of over 300 acres in an unrivalled setting at the edge of the Highlands, offering the peace and beauty of the natural environment with all the excitement that a vibrant community of learning offers.

Since 1990, Glenalmond has been a fully co-educational boarding and day school, and now educates over 360 pupils aged 12-18, divided equally between girls and boys, and of whom over three quarters are full boarders and the remaining day pupils. While Chapel remains a central feature of daily life, the College is a modern, open, and diverse community, and welcomes pupils of all faiths and none. Pupils follow GCSE and A-level curricula, although some opt for Highers, and the Sixth Form is the ultimate and exciting final stage to a Glenalmond education which sees all progress to university.

The education the College offers – the academic, the co-curricular, and the individual's character – are of the highest quality. The highest priority is given to our academic achievement, but we ensure that our value added tells a story of individual success. We know our pupils and, importantly, their families, and outstanding pastoral care is the hallmark of Glenalmond, and through a varied enrichment and co-curricular programme, we challenge the pupils as individuals and collectively as a body.

To be a pupil here is to experience a sense of sheer excitement and the vibrancy of a life where its strength lies in our community. A cohesive group that lives and belongs together, that shares the same values, that looks out for and cares for one another, challenges each member to excellence, contributes to the common goal, offering a helping hand when needed, and shares successes.

As the College approaches 2022, we will proudly celebrate our 175th anniversary, while using our heritage and tradition as a foundation for innovation in teaching, in staff development, and our use of technology to awaken curiosity and to frame the questions of tomorrow.

## Location

Set against the dramatic backdrop of the Highlands, Glenalmond enjoys one of the most beautiful locations of any school in the country but is only a short distance from both Edinburgh and Glasgow, or even London.



The College is situated in 300 acres of stunning countryside in rural Perthshire, Scotland. The city of Perth is just over 10 miles away with easy access by motorway to Stirling and Dunblane.



## **The Position of SSI**

This position represents an excellent opportunity for a highly-skilled and motivated individual to contribute to the day-to-day running of a busy boarding school.

## **The Contingent**

The Combined Cadet Force at Glenalmond has all the Tri services represented. CCF is compulsory for fourth form and a good number of cadets opt to continue into fifth form and beyond to become senior cadets and NCOs. There are two junior platoons and a senior platoon in the Army section and both the Navy and RAF sections are well supported. The pipes and Drums are also members of the CCF.

## **Staffing**

The contingent benefits from the support of eight members of school staff who currently hold a cadet commission. Their qualifications include Range management, Exercise conducting Officer and Adventure Training. The CCF is also supported by the Cadet Training Team with a training sergeant regularly attending training.

## **Facilities**

The CCF office, armoury and store are housed in a separate building within the school grounds. There is also a small classroom and a kitchen. The 25m indoor range is used regularly and the school grounds can be used to run blank firing exercises and junior cadets bivvy overnight on the golf course as part of their Michaelmas term field day.

## **Training**

Training takes place on a Wednesday afternoon with a field day in the Michaelmas and Summer terms. The RAF take part in gliding at RAF Kirknewton and flying at Leuchars Station and the Navy section visit the Fleet Tender from Faslane. Cadets also attend some cadet competitions run by 51 Brigade at weekends and a shooting team travels to Bisley in the Summer.

## **The Position of Outdoor Learning Support**

This element of the role requires an experienced, dynamic and hard-working individual to support this important area of the co-curricular school life. They will help to drive achievement and participation forward in outdoor learning as well as developing an enjoyment of the outdoors among the pupil body. The post holder will help to deliver a variety of trips and support the delivery of the programme. We are looking for an individual who will support the leadership and development of outdoor activities, which already include sailing, canoeing, mountaineering, climbing and a significant Duke of Edinburgh programme.

The nature of the role is such that flexible working hours are required in term time, at weekends and during school holidays. The working day includes provision of after school activities (16.15 – 18.00), which are offered in agreement with the Director of the Co-Curricular.

Glenalmond College is committed to promoting the safeguarding of children and expects all its employees to share this commitment. Any job offer will be made subject to satisfactory checks with previous employers, including a PVG check with Disclosure Scotland.

Glenalmond College is an equal opportunities employer and welcomes applications regardless of age, gender, race, religion, disability, or sexual orientation.

## **Job Description: School Staff Instructor**

### **Role**

To be responsible for the day to day operation of the Contingent and to support the development and maintenance of an exciting curriculum of activities for CCF cadets of all single service sections, in addition to providing support to the facilities and grounds teams, including the performance of silent hours' duties required to facilitate the boarding school life.

### **Qualifications**

This is a residential post that comes with accommodation at no cost to the post-holder. It requires an individual who can display:

A versatile, resourceful, highly motivated and enthusiastic approach to the key roles.

A co-operative and flexible approach to work.

Initiative and self-discipline

Excellent oral and written communication skills

Computer literacy and familiarity with the Google suite of applications.

Previous experience of working with cadets or young people in a school or other appropriate environment.

A clean driving licence including D1 + E licenses.

### **The successful candidate will currently hold (or be willing to work towards gaining) the following qualifications:**

Skill at Arms Instructor

Range Management Qualification (Long Ranges) SA (LR) (07) Cadet

Exercise Conducting officer SA (M) (07) Cadet

Unit Security Officer

Ammunition Store Person Trained

Westminster Intermediate Trained

First Aid at Work

Adventure Training qualifications e.g. ML, Rock Climbing Instructor, Mountain Bike Leader and Paddle sport Leader

Qualifications in a trade-related capacity are desirable but not essential

### **Accountable To**

CCF Contingent Commander for primary duties and the Director co-curricular for Outdoor Learning Support .

### **Hours of Work**

This is a full-time residential post with the requirement for 40 hours of work on average per week both in and out of term time. Silent hours duties are in addition, hence the requirement for this to be a residential post, but any time triggered during such duty periods would be subject to TOIL. There is a requirement for flexibility, hence the average remark in relation to hours worked, though the expectation is that the times and days worked will vary and not the total hours worked, less for exceptions. The SSI will be expected to attend the CCF Annual Camp and may be required to attend an Adventure Training Camp (this camp will fall during one of the School's holiday periods). In addition, the SSI is expected to support CCF training at weekends.

## Leave Entitlement

30 days plus 10 Bank Holidays

## Salary Scale

In the range of £23,000—£26,000 depending on skills and experience.

In addition, up to 51 paid Volunteer Allowance days will be available for CCF work. This is funded by the MOD.

## As the School Staff Instructor the principal tasks shall be to:

- To be Assistant Unit Security Officer and Armoury key holder.
- To maintain all the basic administration of the School CCF Contingent. This includes maintaining the records of cadets and Adult Volunteers on Westminster and assisting with the production of paperwork such as CASPs and RSDs for cadet activities which are in line with the Army Cadet Safety Management System.
- To be responsible for the issue and receipt, care, maintenance and accounting of all MOD and CCF stores and equipment including clothing, adventurous training equipment, weapons and ammunition.
- To be available as required by the OC CCF during CCF Normal Parades.
- To act as an instructor in the military training of Cadets within the School CCF Contingent and in any other training deemed appropriate by the CCF at times designated by the Contingent Commander.
- To be responsible for the security, cleaning and maintenance of the Range including all weapons and related materials and completion of reports and returns as required by the Ministry of Defence.
- To ensure that all necessary preparations are made for internal and external inspections relating to the Range and Stores including weapons, instruments, alarms, ammunition, security and fire.
- To be responsible for all cleaning and maintenance of the Stores and all related materials.
- When on duty the SSI shall maintain a smart appearance wearing the appropriate items of uniform clothing provided by both the School and the MOD for the proper performance of the duties of each role. The setting of a high standard through personal example is of paramount importance.
- The SSI shall comply with the individual responsibilities imposed by the Health & Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations (1999) and to cooperate with Management to promote a positive attitude towards Health & Safety at Work taking all reasonably practicable steps to prevent personal injury or injury to others

## Outdoor Learning Support

The principal responsibilities of the role are:

Liaise with Glenalmond's Outdoor staff team to set up and organise a weekly outdoor education activity for the 2nd, 3rd and 4th Form on weekday afternoons, except on CCF afternoons, during the school term. To be responsible for the maintenance of equipment and PPE inspections for both outdoor learning and DofE.

Liaise with external providers and oversee outward bound days, adventure activities and experiences for pupils, including Sunday activities. Be available for an agreed number of Sundays to lead these trips.

Coordination with PE/Games, Geography and the CCF to ensure an appropriate development in outdoor pursuit-related skills as pupils move through the school

To have a thorough, up-to-date knowledge and understanding of First Aid

This Role Specification is intended to convey a broad outline of the position and responsibilities of the School Staff Instructor. It is not definitive and will be mutually reviewed and developed on an annual basis as the role evolves

## **The Application**

### **The Application**

All applications are to be submitted on the College's application form for Support Staff; these are obtainable from the College website:

[www.glenalmondcollege.co.uk/about-us/job-vacancies](http://www.glenalmondcollege.co.uk/about-us/job-vacancies)

Please complete this form and submit this together with a covering letter detailing your reasons for applying for the post and your suitability for the position. Please return completed application forms electronically to the Warden:

[recruitment@glenalmondcollege.co.uk](mailto:recruitment@glenalmondcollege.co.uk)

### **The Deadline**

The deadline for all applications is 1 p.m. on Friday 22nd

April 2022 but please feel free to submit your application as soon as possible.

Interviews are planned take place in the week commencing 25th April 2022, although we reserve the right to interview and appoint at any time in the recruitment process.

### **The Interview**

The appointment process will include an interview, the opportunity to meet colleagues, as well as visit the College. Further details and a schedule will be provided in advance of the interview.

### **Safeguarding**

Glenalmond College is committed to promoting the safeguarding of children and expects all its employees to share this commitment. Any job offer will be made subject to satisfactory checks with previous employers, including an enhanced check with Disclosure Scotland. Appointments will be conditional on references acceptable to the College and sight of original qualification certificates.

### **Equal Opportunities**

Glenalmond College is an equal opportunities employer and welcomes applications regardless of age, gender, race, religion, disability, or sexual orientation.



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