



ROLE DESCRIPTION

CASUAL ARMY CADET STAFF

1. ROLE PURPOSE

The Knox Grammar School Cadet Unit, founded in 1929, and now comprised of over 1,000 students from both Knox and Ravenswood School for Girls goes beyond the provisions of outdoor recreation, fun and leadership. It is a crucible in which the traditions and heritage of the Schools are distilled and perpetuated. Our Cadet program forms a distinctive and essential part of the character and ethos of the Schools in assisting to make each Knox boy and Ravenswood girl a well-rounded person.

Inspired by the highest ideals of collaboration, co-operation, integrity and team-work Army Cadet Staff are integral members of Knox Grammar School and the Cadet Unit. This role comprises leadership, management, instruction, initiative, organisation and supervision of both boys and girls in Years 8 to 12 as part of the Cadet program of Knox Grammar School.

The role of adults in the learning environment for cadets in the Cadet Unit cannot be understated. Not only do our adult staff bring with them a vast array of experiences, skills and competencies but they also act as mentors to all cadets and other staff. The importance of this mentor role is particularly relevant to the cadet rank structure adopted by the Unit; adults mentor senior cadets and senior cadets mentor the more junior cadets. This is reflected in the Unit structure, on cadet courses and in activities where cadets across all ranks are present. The Unit prides itself on having a culture of inclusion, sharing knowledge, wisdom and experience achieved by attracting adult staff willing to sign-up to this approach and developing a program that facilitates and depends on it.

2. ROLE RESPONSIBILITY

Army Cadet Staff report to the Commanding Officer of the Cadet Unit through their Company Officer Commanding. As with all School employees, the staff member is ultimately responsible to the Headmaster.

In their role, Army Cadet Staff will:

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- assist in the planning, tasking, coordination and monitoring of all operations;
 - support the Commanding Officer through the management of all aspects of the Unit to enable it to run from week to week and on field deployment;
 - provide important leadership, instruction and pastoral care to both students and staff.

The primary objective of this position is to provide support to the student leaders of the Cadet Unit demonstrating the highest standards of operational planning, organisation and administration, safety, instruction and supervision, mentoring through Positive Psychology, and collaboration for the effective delivery of the following key components of the Cadet Unit's program:

- Annual Field Exercise - the annual camp which runs over eight days in the bush
- Promotion courses - training of the Unit's future cadet leaders in the essentials of leadership, management and risk assessment
- Ceremonial Parades
- Friday training - where Cadets learn core skills

3. ROLE ACCOUNTABILITY

Army Cadet Staff are responsible for the supervision, instruction and guidance of cadets for the implementation of approved training programs of the Cadet Unit. More specifically, Army Cadet Staff at Knox will;

- Exercise close supervision of the School's duty of care responsibilities to its students in the Cadet Unit whilst they are involved in Cadet activities;
- Instruct the senior Cadets in their area of responsibility with the preparation and planning of activities;
- Act as an example and mentor in such matters as the correct wearing of uniform, appearance and expected behaviour;
- Assist with the administration of the Unit by ensuring that the rolls and attendance records of the sub-unit they are attached to are up to date and accurate and that any unexplained absences are followed up;
- Complete, in the required time, such courses and qualifications as are required by the School and/or AAC for the position the Officer may, at that time, hold in the Unit;
- Actively participate in Unit activities on Friday parade afternoons and assist with and attend the major ceremonial occasions of the Unit (ANZAC Service and Parade, Annual Chapel Service and Passing-Out Parade, OKGA Parade, and the Dining-In Night);
- Attend the Annual Field Exercise and Promotions Course each year;
- Be available to attend one training weekend each term. This may include the AAC mandated courses but might also be Unit officer training, pre-course or field preparation, reconnaissance, etc.;
- Be responsive, professional, dedicated and focused on the Unit's mission, values and vision in order to succeed in a multi-faceted and changing environment;
- Remain calm under pressure and simultaneously manage/coordinate multiple tasks within a rapidly changing scenario;

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- Encourage the development of self-esteem, self-discipline, resilience, a sense of responsibility and true leadership capacity in Knox boys and Ravenswood girls;
 - Communicate with students, fellow staff and parents in a respectful, clear, caring and professional way;
 - Maintain strict confidentiality of information about cadets and the community.

4. SKILLS, ABILITIES AND ATTRIBUTES

- Ability to commit to attending all activities conducted by the Unit;
- Have the ability and interest to acquire sufficient knowledge to enable the supervision, instruction and control of the full training program and activities of cadets;
- Have a genuine interest in youth training and activities;
- Have a level of maturity commensurate with the role to be undertaken;
- Be physically and mentally fit;
- Exceptional interpersonal and communication skills;
- Well-developed forward planning, analytical and strategic thinking skills;
- Outward looking focus and an open-mindedness to innovation and change;
- Honesty and integrity in dealing with students, staff and other stakeholders;
- A strong work ethic and commitment to delivering high quality outcomes;
- Ability to commit to attending available courses and training offered by KGS and the AAC;
- Have previous AAC or ADF experience (ideal, but not essential);
- Have a current Working with Children Check number.

5. WORK HEALTH & SAFETY

An Officer of Cadets will actively support and contribute to the maintenance and development of a safe working environment by:

- Proactively report WHS issues, incidents or accidents to appropriate staff.
- Managing broader WHS compliance in accordance with legislative requirements.
- Working within the WHS management systems adopted by the School and Unit.

Please note: All staff are subject to mandatory screening procedures in line with Child Protection Legislation