





WOODBRIDGE SCHOOL

Work with us

CCF School Staff Instructor (SSI)

APPLICATION PACK

School Staff Instructor (SSI)

Salary: FTE £38,000 per annum
Actual Salary: £32,644 per annum
37 hours per week
Monday to Thursday – 8:30am to 5:00pm and Friday 8:30am to 4:30pm
Term time plus 5 weeks (39 weeks)
Expected start date September 2027

Woodbridge School is seeking an enthusiastic and highly experienced individual to join its thriving Combined Cadet Force (CCF) as School Staff Instructor (SSI).

This is an opportunity to become part of a long-established and ambitious contingent that sits at the heart of school life. With roots dating back to 1908, Woodbridge School CCF is one of the largest in the region, comprising approximately 240 cadets from Years 9 to 13 across Army, Royal Navy and RAF sections.

The successful candidate will join a well-supported and forward-thinking programme that benefits from exceptional facilities, dedicated curriculum time, significant investment from the School, and a strong commitment to developing young people's leadership, resilience and character.

Unlike many school cadet forces, CCF at Woodbridge is a timetabled part of the curriculum, with training taking place every Friday afternoon. The School provides substantial financial and staffing support and actively invests in the professional development of its adult volunteers, including enabling staff to undertake military and instructional qualifications.

Woodbridge School offers some of the best facilities available to a school CCF. At the centre of the programme is the “Valley", an area that accommodates all three sections for training in fieldcraft, paintball CQB, tactical exercises and wider outdoor learning. Additional facilities include an indoor shooting range, climbing and bouldering walls, confidence (formally the assault course) and low ropes courses, a trim trail, zip wire, parade square, lecture theatre and a bushcraft area where all Year 9 pupils undertake an introduction to bushcraft skills.

The cadet experience extends far beyond weekly training. Annual activities include field days, army and adventure training camps, leadership courses, adventurous training opportunities and a programme of formal dinners. The contingent maintains strong links with the wider military community and benefits from its proximity to MoD Woodbridge and 23 Parachute Engineer Regiment (Air Assault), part of 16 Air Assault Brigade.

This role would appeal to an individual who is passionate about youth development and who is excited by the prospect of working with motivated young people in an environment where cadet training is valued, properly resourced and fully supported by the School.

For the right candidate, Woodbridge School offers the opportunity to shape and develop a highly successful contingent, work alongside dedicated staff and volunteers, and play a significant role in providing exceptional leadership and character-development opportunities for hundreds of young people each year.

For more information about the school and this opportunity, and to download an application pack, please visit: https://www.woodbridgeschool.org.uk/about/staff-vacancies/.

Closing date: Wednesday 9 December 2026

Interviews: Monday 14 and Tuesday 15 December 2026

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).

JOB DESCRIPTION

Job Title: CCF School Staff Instructor (SSI)	
Department: CCF	
Hours: Mon - Thurs 0830-1700, Fri 0830-1630	**Accountable to:** CCF Contingent Commander and the Head

Job Purpose:

The SSI is employed by the School and is directly responsible to the Contingent Commander (CC). The SSI is to assist the CC in the efficient management of the Contingent and in other duties as directed by the Head.

KEY RESPONSIBILITIES:

Combined Cadet Force

- Unit Security Officer and an armourer Key-holder;
- Be on call to attend the armoury (including during the holiday period);
- Administration of the Contingent;
- Liaison with MOD HQs, Units and Agencies;
- Care maintenance, issuing and accounting for all MoD and CCF stores and equipment including clothing, adventure training equipment, weapons and ammunition;
- Care and basic maintenance of the indoor range and armoury;
- Regular updating of risk assessments;
- Use of Westminster and Bader CFC databases, including the maintenance of cadet and staff records, and course applications;
- Administration of the School's CCF budget and public funds;
- Provision of military training to the Contingent's officers and cadets. In particular, the training programme and delivery of the Army Section;
- Organising and participating in field days, annual camps, adventure training and Duke of Edinburgh expeditions both during and out of term time;
- Attending courses appropriate to the role of SSI;
- Assisting with other duties as deemed appropriate by the Contingent Commander

Duke of Edinburgh

- To play a significant role in the effective running of the DoE Award at Woodbridge School with a view to taking over the responsibility of this in the future.

Wider Contribution

- As a member of the staff common Room (under the direction of the Head);

- To be involved with covering of some lessons during the week;
- To be involved with the staff duty rota as directed by the Deputy Head Pastoral;
- To assist with the Games Department where appropriate;
- To engage in CPD courses as appropriate eg to develop as a sports coach or similar.

Any other tasks as reasonably required of the SSI by the Head (including as a member of the Common Room).

GENERAL RESPONSIBILITIES:

Health and Safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to Woodbridge School's Health and Safety Policy and Health and Safety law.

Child Protection/Vulnerable adults statement

Woodbridge School is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with our policy at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of vulnerable adults or children you must report any concerns to the appropriate Safeguarding Lead. You will also be expected to qualify and maintain an enhanced DBS check to the school's requirement before starting in work for the school.

Brand values

Ensure your work, communication and approach conforms to the brand values and house style of Woodbridge School. Keep up to date, and comply with the Woodbridge School, Policies and Procedures at all times.

PERSON SPECIFICATION

Qualifications	Essential	Desirable
• Range Qualified (SA(LR) & SA(M) or equivalent) or willing to be trained in this area	✓	
• Hold a full UK/EEA driving licence with the D1 entitlement or willing to be trained in this	✓	
• First Aid Qualification (or equivalent) or willing to be trained in this	✓	
• Qualified instructor in one or more Adventurous Training activities or willing to be trained in this	✓	
Knowledge and Experience		
• Officer/SNCO/Warrant Officer or equivalent experience	✓	
• A proven record of general administration, preferably in a training environment	✓	
• Previous experience of working in a training environment		✓
• Relevant experience of working with cadets		✓
• **Skills and Attributes**		
• Highly motivated, self-starter with excellent communication skills	✓	
• Particular personal attributes required are honesty, integrity, ingenuity and enthusiasm and a willingness to become fully involved with the wider life of the school	✓	
• **Safeguarding**		
• All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children.	✓	

BENEFITS

Pension	Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria).
MoD Pay	The SSI is entitled to 51 days pay by the MoD in addition to their school salary.
Sick Pay	Occupational Sick Pay, subject to eligibility criteria.
School Fees	School fee remission may be available depending on individual circumstances and at the discretion of the Governors.
Training	Training costs will be met in full. This will be subject to conditions concerning repayment if the employee leaves for any reason within a given period.
Holiday	With exception of camps, expeditions, preparation work and on call for the armoury, the SSI will be able to take school holidays.
Other Benefits	• Free parking • Access to the School gym • Complimentary lunch is available when the Dining Room is in operation • Access to Employee Assistance Programme

INFORMATION FOR APPLICANTS

In order to apply please complete the application form.

Application forms can be downloaded from the School's website
https://www.woodbridgeschool.org.uk/about/vacancies/

Please apply preferably by email, stating "SSI" in the title line to:
recruitment@seckford-foundation.org.uk.

If you are unable to apply by email then please post your application, marking "Private and Confidential" to the People Team at:

Woodbridge School
Marryott House
Burkitt Road
Woodbridge
Suffolk
IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please ring the People Team on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.