



Pittwater House

POSITION DESCRIPTION

TITLE: **Officer Commanding Cadets – Australian Army Cadets**

REPORTS TO: Principal via Deputy Principal

PERIOD OF EMPLOYMENT: Part Time – Commencing January 2018

QUALIFICATIONS:

Australian Army Cadets Training and Qualifications

Registered with NESA to teach in NSW (Preferred)

NSW Working with Children Check

Senior First Aid

PHILOSOPHY:

The care of and interest in the individual student is one of the most important aspects that differentiates Pittwater House from other education institutions. Differentiating between the sexes and maximising the pedagogical needs of each gender is a core aim of Pittwater House School.

Providing the students with an academic, relevant, global, 21st century educational experience that encourages the use of technology and critical thinking skills is central to the Pittwater House service.

Honesty and Integrity are the first of the Pittwater House Core Values and need to be reflected in staff attitude towards all areas of the school. Confidentiality of records and information, both personal and corporate, is of paramount importance. In all dealings with parents, students, staff and members of the public your approach needs to reflect the high standard and reputation of the Schools and your actions need to be in accordance with relevant laws.

The Cadet Unit

The Pittwater House School Cadet Unit was established in 1972 and has a long and proud history of producing leaders and supporting our community. Numbers each year vary between 120 and 180 cadets, and the band is composed of both cadets and non-cadets. The School's cadet training program consists of a fortnightly training program, several Bivouacs and a five-day Annual Camp. The focus of the cadet training program is on Outdoor Adventure, supporting Community Ceremonial events and on developing leadership.

Role

Pittwater House is seeking to appoint a motivated and experienced person to be responsible for the command, leadership and administration of The Pittwater House School Cadet Unit. The applicant must be an officer of cadets appointed with Australian Army Cadets.

If not already qualified, the successful applicant will be expected to gain the Command Course qualification and an Officer in Charge qualification as a matter of priority.

The successful applicant may also possess teaching qualifications that may be considered to be complementary to the part-time load of the OCC. This will be open to further discussion for those short-listed for interview.

Responsibilities

Key responsibilities include:

- Command, leadership and management of The Pittwater House Army Cadet Unit (PHACU) with up to 200 cadets and school army cadet staff.
- Direct and guide the school's cadet training program with an emphasis on developing and promoting cadet leadership, public ceremonial events and outdoor adventurous education.
- Ensure the development and submission of activity risk profiles and approvals for both the School and Australian Army Cadet headquarters endorsement.
- Ensure the implementation of safe training and instructional practices within current Australian Army Cadets policy and procedure framework.
- Maintain and oversee smooth unit administration and career management of cadet staff and promotion of cadets through leadership appointments.
- Establish and maintain close liaison and positive relationships with Australian Army Cadets parent headquarters and key staff in order to ensure smooth conduct of cadet training activities and public events.

Salary and Conditions of Employment

The Principal appoints the Commanding Officer Cadets on a 1 year term with the opportunity for renewal. Annual performance reviews will be conducted by the Principal or her delegate.

The total remuneration package for this position is linked to the current M.E.A.