



Pittwater House

POSITION DESCRIPTION

- TITLE:** **Officer Commanding Cadets – Australian Army Cadets**
- LOAD:** 0.4 Cadets (employment may be increased to a fulltime load if accompanied with a suitable teaching qualification).
- RENUMERATION:** To be negotiated, pending qualifications. It will be linked to the AIS MEA.
- PERIOD OF EMPLOYMENT:** Commencing January 2022
- QUALIFICATIONS:** Australian Army Cadets Training and Qualifications – Preferably Command Course Qualified
Registered with NESAs to teach in NSW (Preferred)
NSW Working with Children Check
Senior First Aid
- REPORTING RELATIONSHIPS:** The role reports to the Principal, through the Deputy Principal
- Direct reports to this role include:**
- Cadet Teaching Staff
 - Alumni Cadet Officers and Cadets
 - Cadet Officers
- Liase with:**
- Army Headquarters
 - Heads of School
 - Duke of Edinburgh Coordinator
 - Music department
 - Head of Co-Curricular
 - Business Manager

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 student agency 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 attitudes 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 our approach needs to reflect the high standard and reputation of the School and 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 80 and 140 cadets, and the band is composed of both cadets and non-cadets. The school's cadet training program consists of a weekly training program, several Bivouacs, and a five-day Annual Camp. The focus of the cadet training program is on leadership development, Outdoor Education skills, Community and Ceremonial events.

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 or eligible to 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

1. Leadership of Staff

- Command, leadership and management of The Pittwater House Army Cadet Unit (PHACU), cadets and school army cadet staff and contract staff.
- Maintain and oversee smooth unit administration and career management of cadet staff and promotion of cadets through leadership appointments.
- Identifies and takes steps to prevent potential situations that could result in unpleasant confrontations. Manages and resolves differences and disagreements in a positive and constructive manner to minimise negative impact.

2. Strategic Leadership

- Develops and presents strategic plan to School Executive
- 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.
- Liaising with the Duke of Edinburgh Coordinator in assisting participating students to meet award requirements.
- Recruitment of staff and alumni to ensure staffing levels are appropriate and succession planning is in place.
- Promote the Cadet Unit and Cadet activities at school assemblies, to parents and other stakeholders.

3. Oversee Quality and Training Program

- Oversee development, implementation and evaluation of the unit training programme, the calendar, camps, bivouac, ceremonial parades, dinners and drill competitions
- Ensure there are effective training and promotional courses for both students and staff that develop leadership, agency and school core values.
- 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.
- Ensure all courses are evaluated for their effectiveness.

4. Compliance Management

- Takes a proactive role in encouraging and ensuring compliance with Pittwater House policies including Code of Conduct, Child Protection, Working with Children Checks and WHS.
- 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.

5. Financial Responsibilities

- Financial management of the unit including budget submission, approval of expenditure and cadet recharges.
- Management of Defence and unit stores and equipment in conjunction with the Cadet staff.
- Liaison with AAC including submission of activity applications, reports and returns and attendance at Brigade events.

CONDITIONS OF EMPLOYMENT:

Annual performance reviews will be conducted by the Principal or her delegate.