



Adult Cadet Staff (ACS) Position Description

Position Responsibility Summary and Key Working Relationships

Functional Title: ACS	Department: Cadets
Date: 09 June 2022	

Relationships and Networks

Lead by:	<ul style="list-style-type: none"> • Director of Cadets
Collaborates with:	<ul style="list-style-type: none"> • Defence Approved Helpers • Other Adult Cadet Staff • Parents
Leads:	<ul style="list-style-type: none"> • Cadets
External Groups	<ul style="list-style-type: none"> • Australian Army Cadets • Cadet Units from other Schools
Position conditions	<p>This is a part time position, commencing as soon as possible.</p> <p>The role works every Thursday 3.30pm to 7pm during Term time and is required to attend:</p> <ul style="list-style-type: none"> - 3 Saturdays - ANZAC day - 1 full weekend camp - One annual 5 to 7 day camp - Attend compulsory training as required - 3 planning session per year <p>The Australian Army Cadets provides some compensation via a Cadet Colunteer Payment, which is a daily reate based on rank and paid up to a maximum number of days per year. In some specified circumstances, the ACS is also eligible for travelling, meal and/or vehicle allowance.</p> <p>Conditions of employment are as per the Beaconhills College General Staff agreement 2017-2020 (incorporating the terms of the Educational Services (General Staff) Award 2010), Beaconhills’ policies and procedures and the letter of offer.</p>

	No position description can be entirely comprehensive and the incumbent will be expected to carry out such duties as may be required from time to time and are broadly consistent with the position description, the status of the post within the College and the classification criteria of the Educational Services (Schools) General Staff Award 2010.
Reference Documentation	<ul style="list-style-type: none"> • Staff Code of Conduct • College Policies and Practices • Report Style Guide •

Primary purpose of the position

This role works with students to develop their potential as well as their own leadership and management skills as part of the Australian Army Cadets (AAC) program. The AAC is a community based youth development organisation focused on the Australian Army customs, traditions and values and aims to enable cadets to learn leadership, team building and survival skills that will provide lifelong skills.

Key Responsibilities for the position:

- Organise training activities
- Assist with the management and operations of the Cadet Unit
- Work under the direction of the Cadet Unit OC/Director of Cadets
- Work closely with other Army Cadet Staff and unit volunteers and with the local community that supports the Cadet Unit.

Rank in the Cadet Unit

The ACS will have the opportunity to, and in some cases will be required to, attend regular training courses on a range of topics, including Work Health and Safety, First Aid, Youth Development and adolescent management, military skills, administration and general management.

Once qualified, ACS Officers hold a rank in the Australian Army Cadets (AAC) according to their experience, level of training, and position.

The rank will vary from time-to-time as the ACS changes positions in the AAC. Promotion is not automatic, and no ACS have a right to hold a particular rank.

Uniform

ACS are supplied with essential uniforms free, on loan from the AAC. These items must be returned to the College upon finishing as a ACS.

Physical Capabilities

- There is frequent physical activity in the Cadet Unit and the Adult Cadet Staff must be able to carry out a range of motion and level of physical fitness.

Workplace Health and Safety Responsibilities

- Ensure that any hazards, incidents (including near misses) and injuries are reported immediately to relevant management.
- Cooperate in relation to activities taken by the College to comply with WHS legislation

- Participate in consultation, meetings, training and other health and safety activities where required
- Ensure only authorised, adequately trained staff undertake assigned tasks
- Take reasonable care for personal health and safety and the health and safety of others in the workplace.

Prerequisites

To become an AAC Officer or Instructor, you must satisfy the following minimum prerequisites, as well as other specific requirements depending on the category you are seeking to be appointed to:

- complete a formal application, including a health declaration;
- undergo an interview process and check of your referees;
- undergo a national check of criminal charges and convictions, conducted by the Australian Federal Police;
- if you have previously served in the Australian Defence Force, undergo a check of your military conduct record;
- obtain a clearance to work with children from the relevant State / Territory child protection agency;
- Youth Safety Awareness Training Level 1;
- Youth Safety Awareness Training Level 2 (Once Introduced); and
- accept the Terms and Conditions of Acceptance as an OOC or IOC.
- confirmed as suitable by the Cadet Unit host organisation and or management committee of a School-based Unit.
- You will be required to attend regular training courses on a range of topics, including occupational health and safety, first aid and youth development.

Training

Training in unit administration and supervision, youth leadership and safety management will be provided in a progressive manner that leads to qualification to carry out certain tasks. The training is staged and delivered either online or face to face in a unit or at Army base locations - some are residential.

Training involves teaching those without military experience the basics of bushcraft skills, navigation, parades, and drill, leading to opportunities for further training and promotion.

Trial Phase (DAH)

Once you have met all requirements for working in the school unit you will not immediately become an ACS Officer as you will need time to understand what Cadets is all about and ensure that it is a good fit for yourself and the school.

During the Trial phase you will not be ACS, but a Defence Approved Helper and will only receive payment for hours worked from the college and not the ACS payment.

Time in Trial phase will be a minimum of 3 months.

Progression to ACS staff will be dependent on all parties willing to move forward - Beaconhills Cadet Unit, Australian Army Cadets and the Defence Army Helper - (Please note that some may wish to stay as a DAH)

Child Safety Statement

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection.

Beaconhills has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's Child Safe Policy and Code of Conduct, which are available on its website. Beaconhills performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

Beaconhills College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Beaconhills College.