**TERMS OF REFERENCE – CADET SERGEANT**

**References**

A. ACP 20, Personnel Instruction No 501, Annex A – ATC Cadet Code of Conduct

B. Squadron Standing Orders

C. ‘Duty NCO Roles and Responsibilities’ document – held within Duty NCO clipboard

D. AP 818 – Royal Air Force Drill & Ceremonial

E. AP 1358C – Uniform and Appearance Regulations for the RAFAC

F. ACP 49 – SNCO Training Course Notes

G. ACP 1 – Ethos, Core Values and Standards in the RAFAC

H. Squadron Absence Policy

**Introduction**

1. You have been promoted to take up post as a cadet senior non-commissioned officer (SNCO) in the rank of cadet sergeant at 2247 (Hawarden) Squadron Air Training Corps. The rank of cadet sergeant is a junior management position within the Cadet NCO Team and requires appointees to act on behalf of the Officer Commanding (OC) to uphold the good name of the Squadron by maintaining discipline and ensuring its efficient operation. The main responsibility of a cadet sergeant is to implement policy as directed by the OC and Staff Team whilst directly guiding and managing the cadet JNCOs in their charge.

2. In addition to the requirements of these Terms of Reference (TORs), you remain subject to the regulations published in Reference A. Breaching the terms of Reference A or these TORs may place your position as a SNCO into question, and could result in demotion.

**Responsibilities**

3. You are responsible to the OC, through your Flight IC and the Squadron Warrant Officer (Sqn WO) for the below:

a. **Duty Cadet NCO.**

(1) Carry out the role of Duty Cadet NCO when detailed in accordance with References B and C.

(2) Assist the Duty Cadet NCO with end of night procedures to ensure a timely departure from the parade night for all.

b. **Drill, Dress and Discipline.**

(1) Act as the initial point of contact for all queries from JNCOs relating to drill, dress and discipline.

(2) Maintain a high standard of personal drill and be able to both control a squad and instruct drill to First Class Cadet standard, in accordance with Reference D.

(3) Maintain a high standard of personal turnout in accordance with the dress standards laid down in Reference E, and conduct regular uniform inspections of all cadets and JNCOs in your charge.

(4) Set the standard for discipline and administer breaches of Reference A in accordance with Reference F.

c. **Training Programme.**

(1) Assist with or lead delivery of sessions in accordance with the monthly training programme.

(2) Oversee the planning and delivery of ‘JNCO Planned Nights’ as detailed in the monthly training programme.

(3) Attend all Cadet NCO Meeting as scheduled in the monthly training programme. Speak with the Sqn WO as soon as possible if you will be unavoidably absent for any Cadet NCO Meeting.

d. **Standards and Expectations.**

(1) Remain within the guidelines of Reference G and continually strive to ensure the values therein are upheld amongst the cadets.

(2) Encourage all cadets to partake in all activities and events available to them to support them in achieving the best Air Cadet Experience possible.

(3) Lead the cadets by personal example, with a special emphasis on raising the standard of professionalism and promoting pride in the ATC and RAFAC.

(4) Ensure that Squadron standards in terms of cleanliness and organisation of the buildings and surrounds are maintained at all times. All cadet NCOs are to support the Duty Cadet NCO during cleaning duties either by supervision of cadets or in undertaking duties themselves.

(5) All cadet NCOs are to take part in initial and final parade and initial drill, unless exemption has been granted by a member of staff for a particular duty.

e. **Additional Responsibilities.**

(1) Undertake the requirements of additional responsibilities in accordance with the TORs for such roles.

(2) Execute any other reasonable order or request as directed by a senior cadet NCO or member of staff at any time.

**Health and Safety**

4. Whilst the OC holds ultimate responsibility for all matters pertaining to health and safety, all personnel on the Squadron have a collective responsibility to ensure this responsibility is met. As such, you must:

a. Report any accidents or incidents that take place during activity that you are in charge of to a member of staff without delay.

b. Report any concerns you have regarding health and safety to a member of staff.

**Attendance and Training**

5. Attendance by cadet NCOs is essential to the efficiency of the Squadron parade nights and other activities. As such, a high rate of attendance is expected from all cadet NCOs both during parade nights and other Squadron activities. You must:

a. Routinely attend 75% of Squadron parade nights correctly dressed (in accordance with the monthly training programme and Reference E). Exceptions to this may be granted on an individual basis subject to prior discussion with the Sqn WO.

b. Obtain an ‘authorised absence’ in accordance with References B and H for all absences from routine parade nights

c. Attend at least 50% of all off-Squadron community and fundraising events.

d. Attend the Wing SNCO Course at your earliest opportunity.

**Communication**

6. Without effective communication, the Squadron and wider RAFAC cannot function. In order to ensure dissemination of information, several methods of communication may be utilised by members of staff, cadet NCOs and cadets. You must:

a. Check your e-mail inbox daily, and respond to all e-mails from Squadron Staff, cadet NCOs and other RAFAC personnel as soon as practicable and always before any deadlines mentioned therein. You must keep e-mails stored for information as long as necessary.

b. Be a member of the Squadrons Facebook Groups:

(1) 2247 (Hawarden) Squadron ATC (Non-public)

(2) NCOs – 2247 (Hawarden) Sqn ATC

You should log-in regularly, pay attention to posts and respond where necessary keeping to any deadlines set.

c. Pay attention to briefings delivered during final parade, and be able to confirm details for cadets.

d. Communicate with your chain of command promptly and effectively with regards to issues amongst the cadets in your charge.

**Welfare**

7. In accordance with Reference F, SNCOs are required to exercise appropriate responsibility for cadet welfare. As a SNCO, your JNCOs will be spending more of their time with the cadets and are as such best placed to notice changes in cadets which may indicate welfare issues. In addition to your own monitoring of cadet welfare, you are also required to liaise with your JNCOs in this regard.

8. You are required to monitor the symptoms of welfare problems amongst the cadets and report any concerns to a member of staff.

**Terms of Service**

9. Your appointment is subject to a six month probation period and your position may be reviewed at any time by the Sqn WO or OC. There is no maximum length for your appointment, subject to you retaining cadet status within the RAFAC.

10. There is no minimum length of service required for consideration to further promotions, though only in exceptional circumstances are promotions to the next rank made within the six month probationary period.

11. Performance reviews will be carried out at intervals during your appointment and may be conducted by your Flight IC or the Sqn WO. In the case of underperformance, guidance will be given to assist you in meeting the correct standard which may include the issue of a personal development plan.

**Declaration**

12. I have read and understood these Terms of Reference and understand that I must discuss any points that I am unable to adhere to with the Sqn WO as soon as possible. I understand that a failure to correctly adhere to these Terms of Reference could ultimately result in reduction in rank.

Signed

Cdt NCO …………………………………………………… Date …………………….

Cdt Sgt #############

Signed

Sqn WO …………………………………………………… Date …………………….

FS L Ellis RAFAC

Signed

OC …………………………………………………… Date …………………….

Flt Lt D Horabin RAFAC