

| | |
|---------------------------------|---|
| <u>Appointment Title</u> | Senior Training Cadet (Sr Trg Cdt) |
| Alternate Title | Chief of Training (Chief Trg) *Sea Training Master Warrant Officer (Trg MWO) *Army Training Warrant Officer Second Class (Trg WO2) *Air |
| Tier | CPO2/MWO/WO2 |
| Number of Positions | As required. |
| General Description | The Senior Training Cadet is responsible for assuring the quality of cadet training, assign assessors for Performance Checks, and liaise between departments, instructors and the Training Officer. |
| Reports to | Training Officer (Trg O) |
| Responsible for | <ul style="list-style-type: none"> • Instructors (Instr) • Specialist Instructors (Spec Instr) • Cadet Training Assistants (Cdt Trg A) |

| | |
|--|--|
| Rank requirements | <ul style="list-style-type: none"> • Chief Petty Officer Second Class • Master Warrant Officer • Warrant Officer Second Class |
| Essential Knowledge, Experience and Qualifications | <input type="checkbox"/> Completed Year 4 training. <input type="checkbox"/> Entered into the CPO2/MWO/WO2 Rank Eligibility List. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines. <input type="checkbox"/> Experience as a Team Leader. <input type="checkbox"/> Held a PO1/WO/FSgt appointment. |
| Asset Knowledge and experience | <input type="checkbox"/> Experience working as an Instr, Spec Instr or Cdt Trg A. <input type="checkbox"/> Proficient instructor. <input type="checkbox"/> Familiarity with QSP, assessment, and training documents. <input type="checkbox"/> Completion of PO 409. <input type="checkbox"/> Completed an instructor-level summer training course. |

| | |
|----------------|---|
| Primary Duties | <input type="checkbox"/> Maintain a list of Instrs. |
| | <input type="checkbox"/> Coordinate with the Trg O when assigning lessons to instructors well in advance of training date. |
| | <input type="checkbox"/> Review lesson plans and provide feedback. |
| | <input type="checkbox"/> Delegate supply and training equipment requests from instructors to Trg As. |
| | <input type="checkbox"/> Ensure delivery of supply and training equipment to Instrs. |
| | <input type="checkbox"/> Co-establish reasonable expectation amongst instructor team, training department, standards department, and Trg O. |
| | <input type="checkbox"/> Seek feedback from instructors and cadets about training. |
| | <input type="checkbox"/> Bring feedback from cadets and Instrs to Trg O and Training Planning Sessions. |
| | <input type="checkbox"/> Attend Training Planning Sessions with Trg O. |
| | <input type="checkbox"/> Liaise with Senior Standards Cadet and Instrs to determine appropriate PO assessment dates. |

| | |
|---------------------------|--|
| | <input type="checkbox"/> Inform cadets of PO assessment dates and methods. |
| | <input type="checkbox"/> Liaise with Trg O and instructors to arrange the appropriate number of assessors. |
| | <input type="checkbox"/> Assist with assessments for cadets. |
| | <input type="checkbox"/> Provide feedback to cadet assessors. |
| | <input type="checkbox"/> Mentor Instrs and Spec Instrs in lesson observation and formative feedback methods. |
| | <input type="checkbox"/> Ensure Instrs and Spec Instrs are trained to fill an appointment of higher authority. |
| | <input type="checkbox"/> Serve as an example and role model for instruction and deportment. |
| | <input type="checkbox"/> Contribute to promotion, appointment, and training meetings. |
| | <input type="checkbox"/> Contribute to succession planning discussions. |
| | <input type="checkbox"/> Provide feedback to the chain-of-command on an instructor's performance. |
| Secondary Duties | <input type="checkbox"/> Liaise with Standards Department to conduct professional development for instructors and assessors, as required. |
| Conditions of Appointment | <ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available. |