

ROLE OF THE JNCO

INTRODUCTION

1. This document is written for the newly appointed Corporal undergoing training to perform that role. The rank of Corporal is a Junior Non Commissioned Officer (JNCO) in the Air Training Corps. The difference between a rank and a classification, such as Leading or Senior Cadet, is that it is awarded through ability and subject to a vacancy existing. Given an academic ability and the appropriate training any cadet within the Corps has the opportunity to reach the classification of Staff Cadet. Not every cadet will be appointed to the rank of corporal or above.



2. You will have earned the rank of Corporal by demonstrating to your Commanding Officer that you have the ability to perform the tasks required of a JNCO in the ATC and because a vacancy for that rank exists in your unit.

WHAT A JNCO DOES

3. To help you develop your skills and knowledge a job specification for the JNCO is given in ACP 20A, ACTI 7, Annex A and is repeated here in Table 1.1. The JNCO job specification describes what tasks a fully trained Corporal should be capable of doing on a Squadron together with the knowledge skills and attitudes required to perform them. As a JNCO you have been granted the authority to perform these tasks by your Commanding Officer. You should read this job specification now before continuing.

4. It is important that you perform your duties correctly and efficiently to the benefit of your Unit and your own self development. You are a Junior leader who has more direct contact with the cadets than any other member of Staff. Cadets who are now joining the Unit are looking to you to set them an example.

5. In general Corporals are required to supervise junior cadets performing day to day Corps activities. Corporals are required to make things happen and implement the policies and plans made by higher authority. They must, therefore, show respect to the rank structure within the Corps.

6. Apart from being junior leaders of cadets the Corporal is also required to be a good member of the NCO team.

WHAT IS EXPECTED OF A JNCO

7. The Corps, and especially your unit, expect more from you than performing the tasks detailed in your job specification. Various qualities expected of a JNCO are given throughout this ACP but some are more general and are better discussed in this section.

Job Title: Junior NCO

Responsible to: Senior NCO

Main Responsibilities and Activities performed by a fully trained JNCO	Knowledge, Skills and Attitudes Required
Control a section of cadets under his/her direct supervision.	1.1 Know and perform foot drill movements given in AP 818. 1.2 Show competence in the command of a squad in foot drill. 1.3 Know the principles of Functional Leadership. 1.4 Know and apply map reading skills to the level of ACP 32 Volumes 1&2. 1.5 Possess oral communication skills sufficient to be clearly understood.
Maintain good conduct, behaviour and discipline. Exercise appropriate responsibility for the welfare of cadets. Plan, organise and / or carry out tasks as allocated.	2.1 Know and apply the regulations relating to dress and deportment defined in ACP 20B. 2.2 Know and apply the personal standards required of a JNCO. 2.3 Know and apply the principles of good discipline. 2.4 Know and apply their limits of authority relating to discipline. 3.1 Be aware of potential welfare problems and take the appropriate course of action. 4.1 Be aware of the principles of appreciation, planning, briefing and control in execution.
Carry out responsibilities in accordance with local unit Fire and Security Orders.	5.1 Know and apply requirements of the local unit Fire and Security Orders.
Advise cadets on the basic organisation of the ATC.	6.1 Have a sound working knowledge of ACP31, Volume 1, Chapter 2.

Table 1.1 JNCO Job Specification

8. As a JNCO you must have pride in being a member of the ATC and live up to the promise you gave on enrolment as a cadet. You must set and maintain standards of deportment (i.e. manner, appearance, bearing and behaviour) for cadets by ensuring your own deportment is beyond question. You should continually ask yourself "as a JNCO should I be doing this or should I be setting an example?"

9. Standards are not only important to those within the ATC but also to the Public who see you in uniform on local activities and in the press when your unit achieves something noteworthy. In many cases the average member of the Public sees the ATC as a preservice training organisation and older cadets may even be mistaken for regular RAF personnel. It is important, therefore, that you do not allow the good name of our parent service to be damaged by your actions.

10. The good name of your Squadron in the local community is also important because your Civilian Committee relies on the local community for fund raising on behalf of the Squadron. It is also in your own interests, therefore, to ensure you give a good image to those outside the ATC so as to attract their sponsorship.

11. Some other expectations your unit will have of you are given below:

- Regular attendance.
- Be punctual at all activities.
- Be smart with a good bearing.
- Comply with orders and regulations yourself.
- Have respect for property, much of it has been bought with tax-payers money.
- Take part in as many Squadron activities as possible, even the ones you don't enjoy.
- Accept responsibility and don't abuse it.
- Support your NCO team and Adult Staff.
- Communicate both upwards and downwards, don't hog information and knowledge.

WELFARE OF CADETS

12. The JNCO Job Specification requires that you "exercise appropriate responsibility for the welfare of cadets". A Corporal in the ATC will spend more time with the cadets than any other cadet NCO or member of staff. You are, therefore, in the best position to monitor the cadet's activities and look after their welfare.

13. The description in the job specification is simply asking you to be aware of possible problems that might occur with cadets. For example, there may be problems at home with sickness of a close relative, or schoolwork and part time jobs may cause poor attendance. Many aspects of life can affect a cadet's performance. Some of the symptoms that may indicate a welfare problem are listed below:

- Falling personal standards and poor attitude to discipline and authority.
- Uncharacteristic behaviour with exaggerated swings in mood and irritability.
- Unexplained absences from Parade Nights.
- Changes in health and sudden weight loss.
- Unusual aggression.
- Loss of appetite.

14. The above symptoms can appear individually or together. They can be caused by a wide variety of welfare problems. **IT IS NOT YOUR JOB TO INVESTIGATE AND SOLVE THE WELFARE PROBLEM, IT IS BEYOND YOUR ABILITIES TO DO SO.** If you believe a welfare problem exists then the most appropriate course of action for you is *to voice your concerns to a Senior NCO and ask to speak to your Squadron Warrant Officer or any other uniformed member of staff.* You should continue to monitor the cadet in question to see if any of the symptoms change for the better or worse.

FIRE AND SECURITY

15. You will probably remember the two briefings that you always receive early in an Annual Camp programme are Fire and Security, this is not a coincidence. It is in everyone's interest to be aware of local fire and security orders.

Fire

16. Cadet Corporals must know what role they play in carrying out their unit fire orders. It is your responsibility to read and understand your unit fire orders and those of any other unit you visit for overnight stops. You also have a responsibility for ensuring that all new cadets or visiting cadets are aware of the actions in the event of fire. Always remember, yours *or* someone else's life may be at stake. The essential points you should be aware of are summarised as follows:

- Action on discovering a fire.
- A description of what the fire alarm sounds like.
- Where the emergency exits are located.

- Where the first aid fire appliances are located.
- The assembly point.

Security

17. Security relates to the protection of personnel and property from harm and theft respectively. Your unit will have published local unit security orders which you must read and make sure you understand your direct responsibilities, if any. Even if you have no direct responsibilities you have an obligation to understand the Security Measures and to report anything suspicious to an adult member of Staff. **DO NOT GET DIRECTLY INVOLVED IN ANY SECURITY INCIDENT.**

18. If an incident occurs you should make a note of what happened to assist your adult staff in briefing the RAF and civilian police. The sort of information required about any incident can be written down as "5Ws". This is expanded as:

- WHAT happened.
- WHEN did it happen.
- WHERE did it happen.
- WHO was involved.
- WHY did it happen.

19. Two abbreviations can be used to help you when it comes to remembering WHO was involved. The first is the A to H code for reporting people.

- A - Age
- B - Build
- C - Clothing
- D - Distinguishing Marks
- E - Elevation (Height)
- F - Face
- G - Gait (Style of walking)
- H - Hair

20. The second is the SCRIM code for reporting vehicles:

- S** - Shape
- C** - Colour
- R** - Registration
- I** - Identification Marks
- M** - Make and Model

SELF DEVELOPMENT

21. The JNCO Job Specification given in Table 1.1 describes the tasks a fully trained and experienced JNCO should be capable of doing. As you start your career as a NCO within the ATC it is unlikely that you will possess all the knowledge, skills and attitudes required to perform these tasks. The training course that you have completed, together with these supporting notes, has revealed to you the knowledge you require and has given you the opportunity to practice your skills and develop the attitudes required of an JNCO.

22. It is now up to you to develop yourself by being a "reflective practitioner". This means you must apply the knowledge you have gained to the situation in which you find yourself. Use your knowledge and increasing experience to analyse any short falls in your skills and attitudes by thinking (reflecting) about your performance. If necessary obtain feedback on your performance from trusted observers. Think about how your experiences relate to what you have been taught. Finally decide how you are going to do things differently next time so as to improve your performance (putting it into practice). Put simply, learn from your experiences.

CONCLUSIONS

23. As a JNCO you have joined the "management team" of the Air Training Corps. If you are not already, you will become a role model for junior cadets. The most important person in the Squadron is the last probationer cadet to walk through the front door, without them your Squadron has no future. Your job is to make them feel welcome and to help train them to be a worthy member of the ATC.

24. Remember, being promoted to Corporal does not mean you have reached the top of the ladder, you have merely stepped across onto the bottom of another ladder. As a JNCO you cannot relax because "you've got there", you have to work even harder than as a cadet, but in different ways. The rest of this ACP will assist you in developing your skills as a JNCO in the Air Training Corps.

25. The job specification describes what a fully trained JNCO should be capable of doing. So if you don't understand, or have questions, then ask. After all questions are easier to handle than mistakes and it's one of the simplest ways of learning. Above all learn from your experiences.