

Warwickshire and Birmingham Wing Air Training Corps

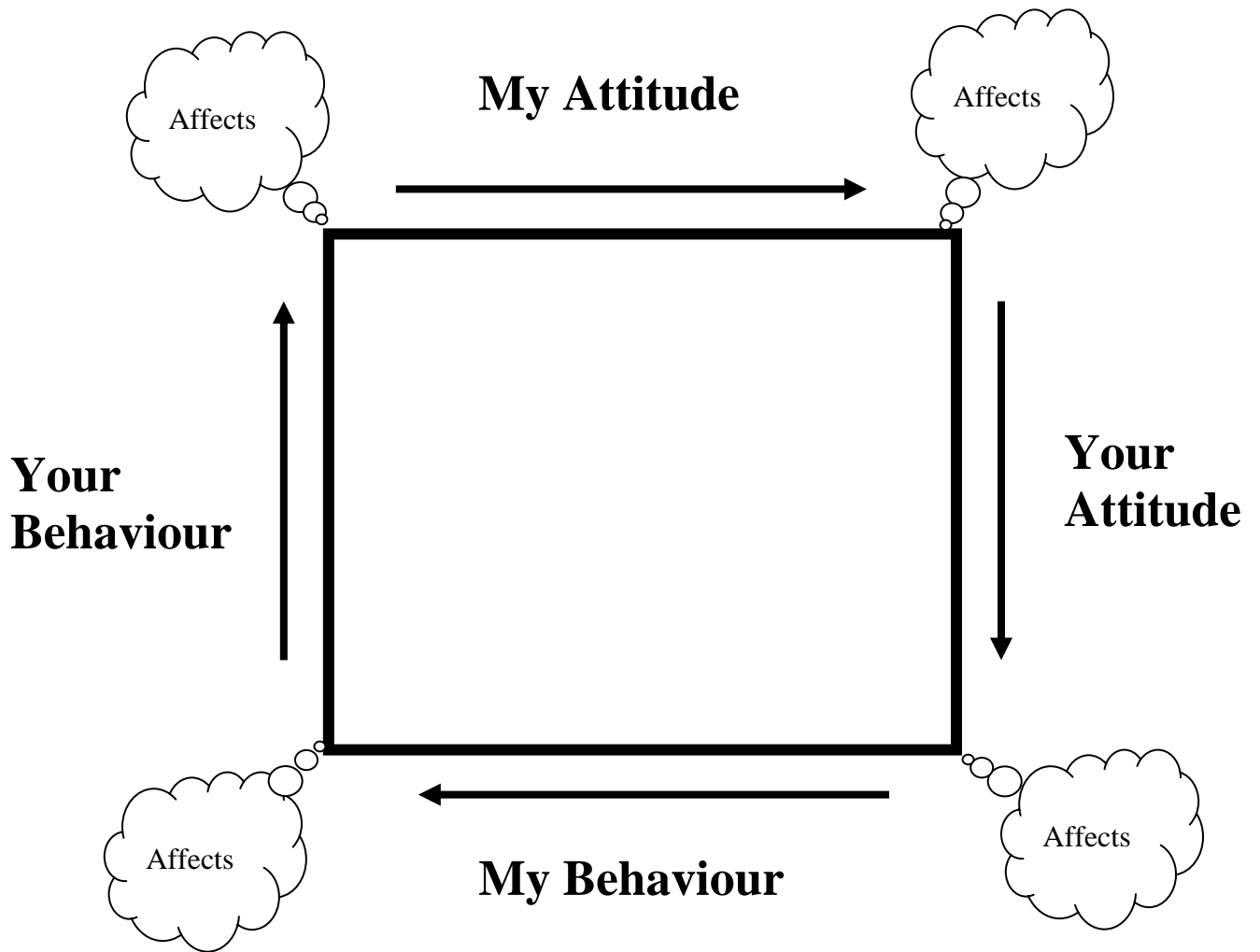


Junior NCO Leadership Development Course

ROLE OF THE JNCO



Betari's Box



INTRODUCTION

1. The rank of a Corporal is a Junior Non Commissioned Officer (JNCO) in the Air Training Corps. The difference between a rank and classification, such as a Leading or Senior Cadet, is that it is awarded through ability and subject to a vacancy existing. Given an academic 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 a 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.

WHAT A JNCO DOES

3. To help you develop your skills and knowledge. The JNCO job specification describes (ACP20A, ACTI 7, Annex A) what tasks a fully trained Corporal should be capable of doing on a Squadron together with the knowledge, skills and attitude required to perform them. As a JNCO you have been granted the authority to perform these tasks by your Commanding Officer.
4. It is important 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. All new cadets that join the Squadron will look at you to set an example.
5. In general Corporals are required to supervise junior cadets doing 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. The Corporal is also required to be a good member of the NCO team.

WHAT IS EXPECTED OF A JNCO

7. The Corps, especially your Unit, expect more from you than performing the tasks detailed in your job description (ACP 20A, ACTI 7, Annex A)
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 “as a JNCO should I be doing this or should I be setting an example.”

Job Title: JNCO

Responsible to: Senior NCO

Main Responsibilities and Activities performed by a fully trained JNCO	Knowledge, Skills and Attitudes Required
1. 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.
2. Maintain good conduct, behaviour and discipline.	2.1 Know and apply the regulations relating to dress and deportment defined in ACP 20B and AI204. 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. Exercise appropriate responsibility for the welfare of cadets.	3.1 Be aware of potential welfare problems and take the appropriate course of action.
4. Plan, organise and/ or carry out tasks as allocated.	4.1 Be aware of the principles of appreciation, planning, briefing and control in execution.
5. 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.
6. 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

9. Some other expectations your unit will have of you:
- a. Regular attendance.
 - b. Be punctual at ALL activities.
 - c. Be smart and of good bearing.
 - d. Comply with orders and regulations yourself.
 - e. Lead by example.
 - f. Be courteous.
 - g. Take part in as many Squadron activities as possible, even the ones you don't enjoy.
 - h. Accept responsibility, don't abuse it.
 - i. Support your NCO team and Adult staff.

SELF DEVELOPMENT

10. 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 a JNCO.
11. It is now up to you to develop yourself by being a “reflective practioner”. 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. 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).

CONCLUSIONS

12. 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.
13. 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.
14. 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.

15. “REMEMBER TO BE A GOOD JNCO YOU MUST”

- a. **BE WELL DISCIPLINED (Set an example).**
- b. **BE GOOD AT DRILL.**
- c. **HAVE THE KNOWLEDGE OF DRESS REGULATIONS.**
- d. **BE A GOOD LEADER**
- e. **BE A GOOD COMMUNICATOR**
- f. **UNDERSTAND THE ROLE OF A JNCO**