



R.C.S.C.C. NELSON

Terms of Reference

Position Title: Phase Petty Officer
Short Title: Phase PO

Established Rank: PO1
Date Revised: 29 Aug 13

Responsible To: Phase Officer

Subordinates: Phase Cadets

Job Description

The Phase Petty Officer is responsible for ensuring that the phase is implemented to the standard set out in the QSP. This includes preparing and presenting high quality, original lessons, and adapting instructional techniques to the needs of the phase's individual learners.

Primary Duties

1. Ensure the outcomes of each EO, defined in the IG, are met.
2. Provide any required remedial instruction or practice for course cadets experiencing difficulties.
3. Keep phase course cadets informed of all matters pertaining to their phase.
4. Coordinate with Phase Officer to ensure the instructional needs of the phase are being met.
5. Consistently present yourself positively, professionally, and empathetically to the phase course cadets.
6. Actively seek out mentorship to improve personal instruction and leadership.
7. Prepare personal lesson plans in advance of instructional periods.
8. Incorporate Advanced Methods of Instruction into every class taught.
9. Arrange for required instructional training aids.
10. Ensure classroom control is maintained at all times and deal with any discipline matters IAW CSOs Part 7.

11. Keep the Phase Course Officer informed of all matters.

Secondary Duties

1. Any other duties as assigned by the Phase Course Officer or higher authority.