**PHASE PETTY OFFICER**

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| Rank: PO1 | Abbreviation: PhasePO |

PO2

The PhasePO is responsible for ensuring that the phase training is implemented to the standard set out in the QSP.

The PhasePO reports to the PhaseO, 1 RCSCC NELSON.

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| Direct Reports:   * N/A | Indirect Reports:   * N/A |

General:

* Set a high standard of personal dress, drill, and deportment within the unit, leading by example
* Maintain a positive relationship with all senior and junior cadets.
* Ensure all cadets adhere to orders and policies. This includes maintaining a good understanding of the Corps Standing Orders.
* Plan and organize unit activities and assist in the planning and preparations of training as required.
* Attend and participate in all training or activities or notify the PhaseO of expected absences or reasons not to participate.
* Be punctual and prepared for training activities, including assigned lessons.

Training:

* Understanding of the Phase Level QSPs and IGs.
* Regularly serve as an instructor, delivering to cadets at all levels.
* Assist in providing any remedial instruction or practice for cadets experiencing difficulties.
* Keep phase cadets informed of all matters pertaining to their phase.
* Coordinate with PhaseO to ensure the instructional needs of the phase are met.
* Prepare personal lesson plans in advance of instructional periods.
* Arrange for required instruction training aids.
* Complete attendance records for phase cadets and monitor participation in mandatory and optional training. Provide these records to the PhaseO.
* Keep the PhaseO informed of all matters.
* Assist instructors to maintain classroom control.