



Churchie.

ESTABLISHED IN 1912

POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title:	School Marshal
School:	Senior School (Years 7 to 12)
Supervisor:	Head of Senior School
Type of Employment:	Full-time, permanent
Last Updated:	December 2021

BACKGROUND

Organisational Environment

The Anglican Church Grammar School (Churchie) is an independent school for day boys and boarders with 1800 students from Reception to Year 12.

Since its inception in 1912, Churchie has pursued a philosophy of preparing students to be well-balanced men, contributing positively to the community. This pursuit is characterised by our emphasis on the four tenets of our education programme: scholastic attainment, spiritual awareness, personal growth and community service. The School's academic programme has implemented the latest National Curriculum and is tailored to assist each student reach his potential. Our aim is to offer world-class educational programmes including an International Baccalaureate Diploma to facilitate lifelong learning, by optimising opportunities for leadership, creative excellence, and participation for every student. This combination of academic emphasis and an expectation of high standards of personal discipline will provide the best platform for success for all our students. As a member of the Great Public Schools (GPS) Association, Churchie participates in a range of academic, sporting and cultural competitions against other long-standing Brisbane schools.

As a community we strongly desire to work in a three-way partnership between the student, the parents and the School. We are constantly reviewing our performance and are more effective for the input from this partnership. Creativity and innovation, which bring about change, are a constant, as our young men deserve the best education we can provide.

Information for Prospective Staff

Information can be found at www.churchie.com.au



DUTY STATEMENT

Primary Purpose of Position

The School Marshal is appointed to uphold the Christian ethos of the School with a particular focus on discipline, behaviour and personal appearance of the students. While working in a collegial spirit and manner to support the school's overall mission.

Responsibilities of the role include (but are not limited to) administration; assist with student investigations when applicable; campus logistics (functions, assemblies, maintenance, cleanliness); movement of students – bus duties, pick-up/drop off zones; student drivers; support for spectators at GPS Championship events.

Key Accountabilities

Duties and responsibilities include, but are not limited to:

- Support the teaching staff in their responsibility for discipline, behaviour and personal appearance (dress, cleanliness, hair) of the students while in school grounds or public places. If necessary, the School Marshal will carry out spot checks on dress, behaviour and appearance while students are on school grounds, in public places and also while participating or spectating at school events such as inter-house carnivals, GPS events, Speech night, School carnivals, and after school e.g. at train stations, on public/private transportation.
- Assist in maintaining a supervisory presence in the School grounds before and after school, during breaks and lunchtimes;
- In conjunction with Housemasters, the School Senior Leadership team and other staff, oversee duties including clean-ups performed by Prefects, House Captains, Student Leaders in order to maintain good order on the School campus including, crossing duties, sporting areas, playgrounds and service outlets, to maintain cleanliness and order;
- Assist with the monitoring of student behaviour in the School grounds, Centenary Library, service outlets such as the Viking Café, Arches Café;
- Encourage students to behave appropriately in public;
- Ensure punctuality and expediency of students attending classes and movement between classes;
- Encourage the students to respect their environment for example cleanliness of grounds;
- Apply and supervise Friday Marshal's detention, work details on student free days and academic detention attendance;
- Attend and assist with supervision at school dances;
- Attend and assist with Year 10 camp as rostered;
- Assist with reporting: such as absenteeism, late arrivals, maintenance requests;



- Maintain records of student drivers (cars and boats), and regularly check car parking in and around the campus and the mooring area;
- Maintain efficient systems and registers for safety and security, lockers – includes issuing locks to students, lost property, student drivers; occurrences register.

Work, Health and Safety

- Take reasonable care to ensure personal safety and health at work and that of other persons in the work place;
- Observe all safe working practices as directed by the supervisor and the use of personal protective equipment as and when provided;
- Report ALL accidents, incidents and hazardous situations arising in the course of work.

Other Information

- Churchie is an equal opportunity employer and is committed to providing a safe and healthy work environment free from discrimination, harassment or bullying;
- Applicants are expected to be committed to the principles of Christian education and will comply with the School's values and code of conduct;
- Smoking is prohibited in all areas of the School Campus which includes, but is not limited to buildings and vehicles;
- Staff must familiarise themselves with the Student Protection in Anglican Schools Policy and Procedures and all other Churchie policy documents that are available on the School's intranet;
- Applicants must possess (or be eligible to obtain) a current Blue Card and/or registered with Queensland College of Teachers.

Child Protection

All employees of Churchie are required to familiarise themselves with the Student Protection in Anglican Schools Policy and Procedures. It is required they have a responsibility for the promotion and safeguarding the welfare of students with whom they come into contact and ensure compliance with the Schools' Child Protection Policy Statement at all times. During the course of carrying out their duties, if an employee becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns with the Student Protection officer immediately. All staff at Churchie are required to hold or apply for, and maintain a current Working with Children Check – BlueCard QLD or be registered with and maintain registration with the Queensland College of Teachers.



SELECTION CRITERIA

The successful applicant will be a person who can:

- Lead by example and is passionate and enthusiastic about maintaining high standards in discipline, dress, and behaviour of School Students;
- Demonstrate effective leadership and communication skills and inter-relationship skills with staff;
- Demonstrate a solid commitment to Christian education and the pastoral care of boys;
- Work independently within a large matrix organisation;
- Have basic/intermediate IT skills using Outlook and Microsoft office suite;
- Eligible to work in Australia and possess (or be eligible to obtain) a current Working with Children Check, QLD -Blue Card.

ACKNOWLEDGEMENT

I have received, reviewed and fully understand the position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all of the conditions as described.

Employee Name _____ Date _____

Employee Signature _____