



Appointment of School Sergeant Major & Colour Sergeant 2020-21

Please note:

- Those considering applying for the position of School Sergeant Major and Colour Sergeant must already have a Pipes & Drums or House Ceremonial role
- If appointed School Sergeant Major or Colour Sergeant you cannot retain other ceremonial duties, due to the nature of their commitments

Week beginning 2nd November:

- **Letter of application and CV** to Mr Moss by 3.30pm on Tuesday 10th November. Please email to Jacqui George (jgeorge@gordons.school)

Week beginning Monday 9th November:

- **Application deadline** (10th November)
- Shortlisting (if necessary)
- Reference request – HoH and Mr Fox (CHO to email reference template)

Week beginning 16th November:

- Interviews with Mr Moss and Mr Fox (Tuesday 17th November - AM)
- **Reference deadline:** Email CHO no later than 5pm - Friday 20th November

Monday 23rd November:

- Candidates informed (AM/PF)
- Letters home to parents (JG)

Friday 11th December:

- Y12 End of Term Assembly / Chapel
- Announce Senior Student Leadership Team, including new Senior Prefect team, School Sergeant Major and Colour Sergeant, Head Boy and Head Girl
- Award insignia for Blues

January 2021

- Position starts upon return to school

The appointment process includes:

- A letter of application and up to date CV
- Reference from HoH and Mr Fox
- Interview with Mr Moss and Mr Fox



Gordon's School School Sergeant Major & Colour Sergeant Job Description 2020-21

As of January 2021, the Head Boy and Head Girl will no longer fulfil ceremonial positions at Gordon's School as we are re-instating two additional ceremonial positions:

- School Sergeant Major – will lead Annual and Whitehall (1 position)
- Colour Sergeant – will alternate with above for all other parades (1 position)

Job Description:

- Lead School Parades (as above)
- Clean the Ceremonial Sword and Pace Stick prior to parades
- Line-manage House Captains to;
 - Maintain standards of dress and appearance
 - Maintain standards of marching
 - Maintain standards of drill
- Organise additional House or year group drill and marching practice as required
- Train the School Colour Party
- Instruct House Sergeants as required
- Instruct Drill Sergeants on key aspects of drill and marching to improve standards
- Liaise with Pipe Major and Drum Major on ceremonial events

General

1. As a School Sergeant Major and Colour Sergeant you are always expected to set a good example
2. You should be smart, clean and tidy
3. Try to be approachable without being too familiar with younger students; this is a difficult balance to strike!
4. As senior students, endeavour to act with maturity around school and in your House
5. If you discover a problem, do not simply ignore it, resolve the situation if you can or report it to a member of staff if you have serious concerns
6. Promote positive behaviour and good character in and out of school
7. Attend calendared events

Miss A Hutchings
September 2020