**Appointment of**

**House Matron**

**for September 2018**

**Chase Grammar School**

Chase Grammar School is an independent, co-educational, boarding and day school, situated in Staffordshire, UK. We accept children between the ages of 2 and 18 and deliver the English National Curriculum, GCSE, Pre-A Level, A Level and International Foundation Diploma courses. We are very proud of our excellent examination results and we prepare students for entry to the world’s top universities.

At Chase Grammar School we encourage our students to:

* **Think** for themselves & become excellent decision makers
* **Discover** a passion for lifelong learning
* **Thrive** on the many enriching opportunities available in a happy and caring environment

At the heart of the education we provide is a love of learning, which is supported by a healthy body and healthy mind. When students have completed their education at Chase they will be happy and confident individuals, able to make a difference in society. We celebrate international awareness and highlight the similarities we share as a community:

* a commitment to academic excellence through focus on scholarship and hard work
* a focus on character building that will serve the students well in all situations
* the building of life skills through spiritual, social, cultural, intellectual, physical & creative activities
* an emphasis on the individual to take personal responsibility
* a belief in voluntary service and compassion towards others
* respect for cultural diversity and international awareness

We want our students to grow into well-rounded, self-assured adults, capable of navigating complex social and cultural environments with confidence. We wish to enable them to learn how to persevere and make appropriate decisions in a range of situations, developing into life-long learners, who can lead and take responsibility for themselves and others within their community. We will celebrate and reward:

1. **Creativity** – developing original ideas that have value
2. **Problem solving** – engaging in analytical and critical thinking
3. **Decision making** – conducting open-minded review and selection
4. **Leadership** – providing vision and direction
5. **Empathy** – understanding and celebrating similarities
6. **Global Citizenship** – undertaking sustainable and ethical community service
7. **Integrity & Honesty** – upholding truth and having strong moral principles
8. **Resilience** – persevering through challenges
9. **Collaboration** – working with others to achieve greater goals

We hope that you will want to join our friendly and happy community.



**House Matron**

Chase Grammar School is made up of three Houses (Tylecote, Parton and Lee), all of which are located on the main school campus in the heart of Cannock. The House Matron is a key member of each House team and their primary responsibility is the welfare of students in their House. The House Matron will be:

* an effective and harmonious part of an energetic, cohesive, hardworking team
* able to communicate effectively at all levels with students, staff, parents and guardians
* professional, flexible, conscientious, and able to act with discretion at all times
* able to work upon your own initiative in a calm and patient manner
* able to demonstrate a genuine warmth and interest in the students in your care

**Safeguarding**

Chase Grammar School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy an enhanced disclosure check with the Disclosure and Barring Service and must attend and comply with all Safeguarding Training and the School’s Safeguarding Policy.

**General Responsibilities**

Reporting to the Housemaster/mistress, House Matrons provide pastoral care for and supervision of students belonging to a House. This will include both boarding and day students. Matrons also undertake housekeeping duties and provide assistance to the School Nurses with the medical care of students. The post holder will be required to comply with the Chase Grammar School Code of Conduct and will have access to and be responsible for confidential information and documentation. The House Matron must ensure confidential or sensitive material is handled appropriately and accurately, following the policies and guidelines of the School.

**Specific Responsibilities**

* be based in House during nominated hours of duty, available for students
* support, promote and implement School and House aims, policies and protocols
* exercise pastoral care for students (in accordance with Individual Care Plans where appropriate)
* attend Pastoral meetings where required
* support students’ emotional, cultural and intellectual development
* collate and check new students’ papers, liaising with parents, through the Registrar
* liaise with the School Office about student absences and follow up those which are unaccounted for
* check every boarding bedroom daily, award room tidiness Merits and report untidy rooms
* support the HM in maintaining the tidiness of the House; assist the cleaners to do their job
* supervise students during non-timetabled time when present in House
* assist House staff in maintaining discipline
* provide first aid and medical support under the supervision of the School Nurse
* maintain close liaison with the Medical Centre at all times concerning students’ medication
* supervise hygiene practices and cleanliness (including appearance) of students
* assist House staff in the inculcation of good manners and courtesy
* set an exemplary personal standard of appearance and behaviour
* supervise laundry services and students’ responsibilities
* monitor standards achieved by cleaners within the Boarding House and report on any deficiencies
* report repairs and maintenance required, in the appropriate way, to the Bursar
* participate in the School’s appraisal and professional development programme
* maintain detailed student records with particular attention to the confidentiality, privacy and sensitivity of issues
* participate in a programme of continual risk assessment within the House as required by Health and Safety guidelines, reporting and concerns to the HM and Bursar
* undertake such other reasonable duties as the Principal or Head of Boarding may reasonably require

**In conjunction with others:**

* make, check and update House Log Books
* manage the process of registration with Doctors and Dentists for boarding students
* book and accompany boarding students to medical, optical and dental appointments, as necessary
* manage the Bank Account opening and Police registration process
* during Half Term, liaise with the kitchen regarding food, ensure Houses are clean and ensure that plans of the days are displayed
* order bedding, kitchen equipment, cleaning supplies etc.
* supervise cleaners
* prepare Risk Assessments

**Terms & Conditions**

**Salary & Pension:** this will be competitive. The School will contribute a percentage of pensionable salary towards a pension scheme.

**School Fees Remission:** any child of the House Matron who, having satisfied the entry requirements, and at the Proprietor’s discretion, is admitted as a student to the School will receive the benefit of the staff discount of 50% remission of the School fees. This may be increased in the case of Scholarship or Sibling awards.

**Working Hours:** these will generally be 08:30 – 16:00 (Monday – Friday) in term time and throughout the half-term breaks, as Boarders remain in residence at these times. There will also be a requirement to work before the start and after the end of term, to ensure good order of the House and readiness of rooms for the students. You may need to attend some meetings, which may fall outside these times.

**Holiday Allowance:** House Matrons will take the long Christmas, Easter and Summer holidays.

**Probation Period:** an offer of employment will be subject to a probation period of one year, during which employment will be subject to termination with one month’s notice on either side.

**Notice Period:** following probation, the House Matron will be required to give the School one term’s notice.

**Free Meals:** lunch will be provided throughout the year when the School’s kitchens are open.

**Person Specification**

The attributes and skills below have been put together to help you assess your own suitability for this post. We shall use them, together with your experience, when we assess candidates.

**Essential**

* have experience of working with children
* demonstrate leadership qualities, with ability to command respect from children, staff and parents
* have the ability to inspire children with a love of learning
* understand the needs, challenges and opportunities of an international school community
* demonstrate a considerable work rate and high degree of administrative efficiency
* have excellent interpersonal and communication skills
* hold high emotional intelligence and sensitivity to deal with challenging pastoral issues
* have a positive approach to problem solving
* demonstrate resilience and determination
* be able to exercise total discretion and uphold confidentiality
* be able to work under pressure, multi-task and negotiate
* have energy, drive, enthusiasm, a positive manner and a sense of humour
* show a willingness to work with optimism and commitment

**Desirable**

* have experience of working with children who have English as a Second Language
* demonstrate strong Pastoral experience and Safeguarding knowledge
* have strong ICT skills and a willingness to embrace new technologies
* show adaptability, flexibility and excellent judgement
* have experience of writing risk assessments
* have experience of event management within a school
* be an excellent listener and calm negotiator
* be a confident and respected public speaker
* demonstrate authority, respect and trustworthiness
* have excellent writing skills
* have exceptionally high standards regarding accuracy, clarity and consistency of language
* be able to promote academic excellence, sporting success and individual creativity
* be able to act as a critical friend, counsel and be supportive of colleagues