

Matron – Sixth form Boarding House/Sixth Form Centre Job Description

Principal Purposes of the Role:

- To provide an adult and “parental” presence and supervision of pupils in Parker’s during the school day.
- To provide for the safety, welfare, good discipline and pastoral well-being of all students in Parker’s during the school day
- Contribute to the success of the school’s “Boarding aims”
- Be generous with their time to the pupils and responsive to their needs, as appropriate

Line manager: Head of Boarding

MAIN DUTIES AND RESPONSIBILITIES

- Supervision of all pupils in Parker’s during the working day.
- Oversight that the common areas are kept tidy through liaison with the duty cleaners and Domestic Bursar.
- Ensuring that day pupils do not have access to the boarders’ area.
- Maintain and update records of pupils’ welfare, health, emotional problems, achievements and misconduct as determined by HoB and Deputy Head (Pastoral), sing CPOMS/ISAMS and other recording as relevant.
- Assist in maintain compliance with NMS for Boarding (2016)
- Adhere to the requirements of the staff Code of Conduct
- Assist with pupil Registration as required
- Inform the HoB of any child protection issues and to fulfil the requirements of the school’s policy on child protection
- Inform the HoB/Head of Sixth Form of major disciplinary or welfare issues including theft, bullying, substance misuse or sexual misconduct
- Work to ensure the safety and security (including emotional) of all pupils when they are in the school’s charge
- Support the school’s disciplinary policy and foster an acceptance of the code of conduct of Parker’s and school
- Monitor commitment to academic work within Parker’s and endeavour to ensure that pupils are making appropriate use of their study time, and communicate any concerns to the HoB or Head of Sixth Form.
- Develop in the pupils a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other as is appropriate
- Ensure that pupils treat the belongings of others, and the fabric and furnishings of the house, with respect
- Liaise with parents, take messages and record passing on to the duty Houseparent or others as appropriate.
- Be available for a chat, advice or support for pupils, including pupils in years 7-11 if required.
- Food ordering, arranging deliveries and updating computer system accordingly.

- Distribution of snacks to pupils.
- Responsibility for the maintenance of the House during the school day, reporting and monitoring of repairs as necessary.
- Check security of the House and monitor visitors.
- In the event of facility evacuation act of the responsible person for checking clearance of Parker's boarding house
- Ensure all appropriate safety and advice notices are suitably displayed
- Lost property.
- Ensure the reporting of Health & Safety matters within the boarding community
- Liaise with the school nurses over issues related to boarders' medical care
- Care of sick pupils (boarders) in Parker's during the working day if they are sent to rest in the House. Ensuring all sick pupils report to the medical centre in the first instance.
- Within boundaries of authorisations distribution of medicine during working hours.
- Conduct boarding tours for potential pupils and parents when the HoB is unavailable
- Any other duties that the Head of Boarding or Deputy Head (Pastoral) see fit, providing that such duties are appropriate to your role.
- The appointee will be expected to assist, where relevant with other duties which may or may not be directly attributable to the boarding house and pupil management and may include; clerical work, filing, photocopying, liaison with Finance/Accounts, assist in travel arrangements, assist in organising events within the house.
- Provide assistance with site wide security patrols across the lunch periods, when Parker's is visited by academic staff (outside of personal lunch period)
- **Induction and Training**
 - Be prepared to attend training courses, internal and external, and report back to Houseparent team
 - Attend inset training in line with published school calendar

Ensure that you are familiar with all school policies and procedures relating to boarding life, including child protection, e-safety, countering bullying, substance misuse and health and safety, and are aware of the appropriate response needed in these areas

West Buckland School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and DBS clearance.

- **Safeguarding**
 - Post holder will be required to meet all requirements extant at the time in respect of safeguarding including satisfactory Enhanced Disclosure & Barring check including a barred list check
 - Completion of the disclosure by association declaration for all adults living with the post holder
 - Acceptance of responsibility for all other occupant's code of conduct and compliance with the school's residency agreement
 - Provision of satisfactory references
- **Hours of Duty**

This is a term time only post with the expectation that the appointed person will be available for duty from 08.30 to 16.30 daily Monday to Friday in term time. The post has a total of 60minutes of unpaid breaks afforded per day inclusive of lunch. This equates to 7 hours paid

per day, 35 hours per week in term time. Attendance at all Inset training days is required. The school works, nominally, on a 36 week operational programme including Inset, with holiday this represents a post which equates to 73% of a fulltime appointment. Additional hours may be required, but will be notified in advance with, other than in exceptional circumstances, a minimum of 5 working days' notice. Exceptionally, additional hours may be remunerated.

In addition, it would be desirable for the appointee to be available as a member of the cadre of staff who provide a chaperone service for transport to and from Heathrow airport and other, local airports, at the end and start of term. This duty is in addition and is remunerated separately from the main post on a duty by duty basis.

- **Holidays**

The post attracts paid holiday on a pro-rata basis in line with Support Staff salaried holiday entitlement. Support staff are afforded 25 days annual leave plus an additional day for May Day Bank Holiday, which is a normal working day for the school equating to 18 days annual holiday. An additional 5.5 pro-rata Bank Holidays are afforded.

- **Salary**

The post is paid at Point 8 of the West Buckland Support Staff Pay Scale which has a fulltime salary of £18,121 (1 Sept 18) which equates to £13,228 per year paid in 12 equal instalments in arrears.

This is a new post which will run for the initial period over the academic year 23 Aug 18 to 05 July 2019. During this period the duties and scope of the post will be reviewed to ascertain the impact of the post and the requirement to add to or amend the duties. This review will be conducted with all relevant parties and lead by the Head of Boarding reporting to the Pastoral Deputy and Leadership team.

The post has a probation period of one full academic term from the point of appointment. During this period both the employee and school have right to terminate the appointment giving a minimum of 1 weeks' notice other than for reasons of inappropriate conduct or behaviour which will result in instant summary suspension or dismissal.

The Interview Process

This is a new post.

Interviews will be held in the last week of July or early August following receipt of positive applications with a start date as soon after interview as practical, in readiness for return of school on 23rd August 2018. Please notify on your application form the notice period with your current position.

Candidates invited for interview will have a tour of the school and facilities. There will be an opportunity to meet other members of Department and to see the school in operation. Details of the interview process will be issued ahead of the interview day.

Applications

The application should include a completed application form a current full curriculum vitae and a covering letter identifying your qualities for this post.

Applications should be addressed to:

HR (Recruitment)
West Buckland School
Barnstaple
Devon EX32 0SX
recruitment@westbuckland.com

Applications may be e-mailed, it is not necessary to send an additional copy by post. Further information may be found on our website at www.westbuckland.com.

Safeguarding Policy Statement

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.

West Buckland School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including reference checks with past employers and the Independent Safeguarding Agency.

This post is identified as being within the scope of Regulated Activity and requires a cleared Enhanced Disclosure from the Disclosure and Barring Agency. As such all previous criminal convictions deemed to be expired under the Rehabilitation of Offenders Act are required to be declared, this may not negate the applicant from being appointed.

Drafted July 2018

Deputy Head Pastoral & Assistant Bursar



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