



ROYAL
HOSPITAL
SCHOOL



RECRUITMENT PACK FOR THE ROLE OF
MATRON

REQUIRED FROM SEPTEMBER 2023

EMPLOYMENT STATUS	Permanent
SALARY	£21,198 per annum
CLOSING DATE FOR APPLICATIONS	Friday 30 June 2023 at 12noon
INTERVIEW DATE(S)	To be arranged



KEY FACTS

Type of School: Co-educational, boarding and day

Age range: 11 – 18

Number of pupils: Approx. 700

Percentage of boarders: Approx. 55%

Percentage of international students: Approx. 20%

Fees per term: Boarding £9,737 – £12,538 and day £6,069 – £6,751

Memberships: HMC (The Heads' Conference)
BSA (The Boarding Schools' Association)
ISC (Independent Schools Council)

ISI result summary: November 2021 Inspection gave the school the highest rating of 'Excellent' in both categories of the EQI, and the school was fully compliant. You can read the report here: royalhospitalschool.org/about/inspection2021



THE ROYAL HOSPITAL SCHOOL

WELCOME



Thank you for your interest in applying to work at the Royal Hospital School (RHS).

RHS is an independent co-educational boarding and day school for 11 to 18-year-olds, providing an outstanding, full and broad education enriched by a unique naval heritage. Founded in 1712 in Greenwich, London, it moved to its spectacular site, set in 200 acres of Suffolk countryside overlooking the River Stour, in 1933.

Today we place a strong emphasis on providing pupils with the knowledge and skills so they are future-proofed. We are proudly a school that seeks to understand each young person's strengths, to help them to make the right choices at the right time and ensuring their education becomes the foundation for their happiness and success.

Our educational aims are to develop our young people as individuals who:

- develop intellectual curiosity and academic confidence and fulfil their potential in all of their endeavours;
- are adaptable, resilient and equipped to live healthy and fulfilling lives after school;
- inspire others through a combination of leadership and teamwork;
- develop the ability to think and act creatively and imaginatively;
- are ambitious and adventurous and have a strong sense of self-awareness
- value the benefits of service, loyalty and commitment;
- uphold the school's unique and rich heritage and contribute to the life of the school and their community;
- embrace a global outlook with a respect for individuality and difference.

However, RHS is more than just a school and we are fortunate that our campus engenders a strong sense of community with many staff and their families living onsite. This community feel is important in creating a warm and supportive environment for both the pupils that learn here, but also for the staff that work here.

From your first day at RHS you will have access to some of the best facilities in the country and will be encouraged to take part in the many activities here and to contribute to the life of a busy boarding school. You will have access to an extensive and ongoing CPD programme with opportunities to develop additional qualifications; there is also an extensive range of additional staff benefits.

Situated on a beautiful site in the Suffolk countryside, yet only an hour from Central London by train, RHS is a very special place to work. We welcome applications from the creative, passionate and kind and those who are keen to contribute to our community.

I very much look forward to receiving your application.



Simon Lockyer
Headmaster



NAVIGATING SUCCESS

The Royal Hospital School (RHS) was founded in London in 1712 by the Royal Naval Crown charity, Greenwich Hospital, to educate the children of the Hospital's pensioners and prepare them for a life at sea. Many went on to become famous admirals, explorers and pioneers. The school is still owned by Greenwich Hospital, whose sole Trustee is the Secretary of State for Defence on behalf of the Crown. We are immensely proud of our historic, royal and naval links, and discovery, exploration and challenge continue to shape our ethos. The traditional values of loyalty, commitment, courage, respect, service and integrity have underpinned the school's core aims and philosophy from the very beginning. Three hundred years later, they are as relevant to the education provided now as they were then.

RHS inspires pupils to have the courage to be ambitious for their futures and the commitment to pursue whichever path they choose. We challenge pupils of all academic abilities, steering them to look beyond the moment and beyond the confines of the classroom, and to approach life with an open and receptive mind. It is through thinking creatively and taking the initiative that they discover their influence, strengths and ambitions and establish the skills they need to pursue purposeful and fulfilling lives.

Everyone can achieve the most exceptional things but we are all different. That is why we focus on the individual, getting to know every one of our pupils and finding out what motivates them, enabling us to navigate them through their critical and formative years.

It is this focus on personal challenge and individual guidance that enables pupils to develop into self-reliant, socially responsible adults with enviable open-mindedness and resilience, qualities which are so sought-after by employers and important in life.



Divisions remains one of the school's historic traditions, and pupils parade in a whole school event on a small number of occasions each year, complete with guard of honour and marching band. The sense of teamwork, camaraderie, and being part of something bigger than oneself instils feelings of pride and belonging to the whole school community.



TEACHING AND LEARNING

Pupils are not educated simply to pass exams but to enjoy the adventure of learning and to develop a lifelong appetite for knowledge. The curriculum is broad and balanced, combining the best of academic traditions with the latest subjects and technologies. Our Sixth Form curriculum includes three Level 3 BTECs sitting comfortably alongside 24 different A Levels, allowing pupils to select a learning path that suits their interests and skill set. Our Lower School curriculum includes 'Compass' lessons: a bespoke course unique to RHS that encompasses elements of education that equip pupils for 21st century living: Personal, Social and Health education, digital literacy, critical thinking, study skills and careers.

Digital devices have been embedded in our teaching and learning since 2013 and we are committed to this approach, with every pupil and teacher now using a Microsoft Surface in classrooms and for planning. The school has consistently been recognised as a beacon for education technology having previously been an Apple Regional Training Centre, and being recognised as a member of the EdTech 50 in 2019-20 and 2021-22.

In August 2022, the school achieved a strong set of results at A Level, BTEC and GCSE. 97% of pupils achieved grades 9 - 4 at GCSE with 46% graded at 9 - 7. At A Level, 42% of pupils gained A* - A (or Distinction* - Distinction) and 89% of pupils achieved A* - C (or Distinction* - Merit). Pupil success comes in many forms and post-school options for the leavers of 2022 range from studying at Oxbridge to higher degree apprenticeships to direct entry into the armed forces.



CO-CURRICULAR

Great importance is placed on pupils balancing their academic work with interests and achievements outside the classroom and every child is encouraged to become fully involved in school life, to challenge themselves and to try something new. This involvement helps to produce confident, interesting, well-rounded individuals who will contribute to society in life beyond school.

Sport is a key feature of the RHS co-curricular programme, with pupils gaining success in an increasingly diverse range of sports. As well as high degrees of pupil performance in the main team sports, RHS is renowned for its sailing. All Year 7 pupils learn how to sail and our Sailing Academy attracts sailors from around the world, and consequently the school community contains many pupils who are world and national leaders in their class and age group.

The school is well-known for its musical excellence and music is embedded in the school's wider culture and ethos. Over 400 pupils learn to play at least one instrument and there is an orchestra, 80-strong chapel choir, chamber choir, ceremonial marching band, concert band, big band and numerous ensembles, including many rock and pop groups.

All teaching staff contribute to our co-curricular programme, and as a result pupils can choose from over 80 activities and clubs each week. From our strong CCF and Duke of Edinburgh's Award programmes, to cooking, climbing, music, sport, art and design, STEM and so much more, there really is something for every child (and teacher!).



FACILITIES

Staff often remark on the enviable location and wonderful facilities available at RHS. The school was purpose-built in 1933 and its progressive design enables us to benefit from fantastic light and spaces, with some of the most inspiring views.

Over the last 90 years, the school has continued to invest in its infrastructure, providing modern, well-equipped classrooms alongside other impressive teaching spaces. Classrooms are all equipped with modern technology and the school recently invested in upgraded Wi-Fi, to ensure seamless digital access for pupils and teachers in and out of lessons.

The investment in larger projects in recent years has focused on aspects that will benefit the most pupils: our indoor sports facilities, including a new climbing wall, refurbished fitness suite and weights room; the library, a beautiful modern study and learning space at the heart of the school; and a new social hub for the entire community.



WELLBEING

As a school we prioritise the importance of wellbeing in our whole community, including that of pupils, staff and parents, and are committed to promoting and protecting positive emotional wellbeing and mental health. Our aim is to help our pupils build strong foundations that foster good wellbeing for life.

The school is fortunate to have a large and well-resourced Health Centre that operates 24/7. Fully staffed by registered nurses, it also accommodates a daily doctor's surgery, a dental surgery and a wide range of specialist medical services including counselling and physiotherapy.

ENVIRONMENTAL SUSTAINABILITY

Staff and pupils actively identify and put into practice more environmentally sustainable ways of living and working, supporting and encouraging this both within and outside the school community. We have a proven track record of environmental responsibility and aim to further reduce our carbon footprint and renew our Gold Carbon Charter Award.



PASTORAL EXCELLENCE

All staff are encouraged to take a deep personal interest in pupil welfare and understand that young people need to feel supported if they are to succeed academically and that excellent pastoral care must underpin a good academic education.

Regardless of whether pupils are day or boarding, an incredibly effective pastoral network is designed to ensure that at every stage of the RHS journey our pupils are cared for, nurtured, supported, listened to and provided with all the appropriate guidance to help them develop in confidence.

Each pupil has a personal tutor – someone who is responsible for overseeing their academic achievements and pastoral and welfare, and providing a link between teachers and parents. Where possible, tutors retain their tutor groups as their tutees proceed through the school, enabling them to forge strong relationships with their tutees and their parents.

Our house system is tailored to meet the specific needs of each age group. Pupils joining in Year 7 all enter Blake House, before progressing into our senior houses that cater for pupils in Years 8 – 12. Senior boarding houses accommodate between 55-65 girls or boys and our co-educational day houses each accommodate 75-85 pupils.

As pupils progress through the school the structures and routines in the houses change to meet the needs of the maturing young people until they reach the Sixth Form and take on positions of responsibility. In Year 13, Nelson House is regarded as the pinnacle of their time at RHS, providing a pre-university experience – not only the place to focus on A Level and BTEC study but also the perfect springboard to life beyond.



TEACHING AT RHS

The school timetable is currently designed on a two-week timetable, with 66 lessons per fortnight, each lasting 55 minutes. There are six lessons each day from Monday to Friday, and three lessons on a Saturday morning. A full-time teacher has 46 lessons per fortnight and teachers with additional responsibilities have a further timetable remission for their role.

As a boarding school with over 50% of the school's population as boarders, teachers have an understanding that there is a commitment to boarding, and also to the wider curriculum. All teaching staff can expect to work on Saturdays during term time and a small number of Sundays throughout the year. Teaching staff all contribute to the pastoral welfare of pupils, acting as personal tutors, and undertaking a weekly duty in one of our houses. Teachers also contribute to the co-curricular programme by running an activity.



JOB DESCRIPTION

HOUSE MATRON	
Employment status	Permanent
Role	<p>The main role of the House Matron is to:</p> <p>assist the Housemaster/Housemistress in providing the continuity of pastoral care and supervision necessary for the welfare and safety of pupils and effective running of the house;</p> <p>liaise with parents over daily issues and report to House Staff as required;</p> <p>provide administrative support to the Housemaster/Housemistress as appropriate;</p> <p>provide the appropriate level of care for the medical wellbeing of the pupils in their House, in liaison with the Health Centre Sister;</p> <p>manage the domestic support and liaise with the Estates and Operations Departments as required;</p> <p>assist the Housemaster/Housemistress in fostering good public relations and in providing hospitality to parents and visitors.</p>
Accountability	The House Matron is accountable to the Headmaster through the Deputy Head (Pastoral) and the Housemaster/Housemistress, who provide the line management for all pastoral and house matters. The House Matron will also liaise closely with the Health Centre Sister and Deputy Bursar (Operations).
Responsibilities	In addition to organising and undertaking domestic duties, the House Matron will have a major pastoral input as a 'parent figure' in the house, and will therefore be a key member of the house team.
Skills required	<p>In order to work as part of the house team the House Matron should have good pastoral skills and the following key characteristics:</p> <p>Essential</p> <p>a genuine interest in working with young people;</p> <p>empathy for the needs of young people;</p> <p>an energetic and proactive approach;</p> <p>the ability to work as part of a team;</p> <p>good communication and organisational skills;</p> <p>understanding, patience, ability to listen, approachability;</p> <p>consistency in dealing with children;</p> <p>the ability to manage cleaning/laundry staff;</p> <p>a full clean driving licence.</p> <p>Desirable</p> <p>experience of working with the relevant age group;</p> <p>experience of an independent school;</p> <p>an understanding of Health and Safety regulations and practice;</p> <p>First Aid training (this will be provided if necessary).</p>
Working routine	<p>Matrons work for 44.5 hours each week for 34 weeks of the year.</p> <p>Hours are variable depending on whether the post is full time or part time, but matrons should expect to work:</p> <p>beginning and end of terms and at other times when parents are involved e.g. social occasions and Open Days;</p> <p>Saturdays</p> <p>9 occasions (5 Sundays) throughout the year when the School performs a naval parade known as Divisions.</p> <p>Boarding Matrons will be required to work Sunday morning during term time with a day off in the week</p>
Remuneration and benefits	Matrons are paid on the RHS support staff pay scale with a pro rata salary for the hours worked. Good quality accommodation (consisting of a two or three bedroom flat with private access) is usually provided free of charge for a full time boarding house matron



Remuneration and benefits	<p>(subject to any HMRC benefits in kind). The school pays for heating, lighting and council tax.</p> <p>The Royal Hospital School provides a warm and friendly working environment and free car parking is available on site. There is the option of joining the Legal & General personal pension scheme.</p>
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THE BENEFITS



PENSION

All teaching posts are pensionable through the Teachers' Pension Scheme. An alternative generous defined contribution scheme is also available.



FEE REMISSION

Generous fee remission, subject to the normal admissions criteria (pro rata for part-time staff).



ON-SITE SUBSIDISED ACCOMMODATION

The school has over 90 staff properties ranging from bedrooms within communal accommodation to 2, 3, 4 & 5-bedroom houses, which are available at a subsidised rent, subject to the nature of your role and availability.



HEALTH PROVISION

Opportunity to join BUPA scheme through the school. There is an NHS dentist on site. Annual flu vaccinations are organised by the Health Centre staff each year. You will also have access to an Employee Assistance confidential helpline.



USE OF FITNESS FACILITIES

Fitness suite, swimming pool, 9 hole golf course, tennis courts and other sports facilities. Opportunity to engage in staff sports activities including weekly 5-a-side football, staff cricket team and staff climbing sessions.



PROFESSIONAL DEVELOPMENT

There are lots of opportunities for staff development, from regular INSET and CPD, to the school making a financial contribution to extended study such as a master's degree.



EXTENDED HOLIDAYS

There are 33 weeks of term time, plus time for INSET. This means that teaching staff benefit from extended holidays compared to state education.



MEALS

3-course lunch from Monday to Saturday and an evening meal on duty evenings.



CYCLE TO WORK

Access to the Cycle to Work scheme.



COMMUNITY

With a large proportion of teaching staff living on-site, you are joining a ready-made community where people are more than just colleagues. From the staff bar, open on a Friday evening, to events arranged by Common Room members such as yoga, ballroom dancing, wreath making, wine tasting, safari suppers, and more (additional costs may apply) - this is a wonderful community to be a part of.

Full details and terms & conditions are available on request.

HOW TO APPLY

APPLICATION PROCEDURE

Please follow the link on our website to complete a job application form and submit a covering letter (no more than two sides of A4), including details of two referees.

Applicants should provide within their personal statement an explanation of how and where they have experience in the areas and skills listed in the person specification.

If you have any queries regarding this role, or require any assistance with the application process, please contact the HR Manager on recruitment@royalhospitalschool.org or 01473 326200.

The Royal Hospital School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check and references.

“ The school realises its aim to enable pupils to grow into the person they wish to become, fulfilling their potential and leaving very well prepared for life.”

ISI SCHOOLS
INSPECTORATE (ISI) 2021

NOTE: Although this document is designed to give a fair picture of the nature of the role and conditions of employment, it does not represent a legally binding contract. A separate contract of employment will be submitted for that purpose upon receipt of references and acceptance of a verbal offer made to the successful candidate.



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