

<b>Job Profile</b>
--------------------

**Boarding House Matron**

Reports to: Boarding House Parent / Deputy Head Pastoral

To oversee the domestic arrangements for boarders within the house, with particular responsibility for assisting with the pastoral care of those in the house and contributing to the supervision and wellbeing of the boarders. Responsibility also for clothing and ensuring the boarding accommodation is kept clean and tidy.

<b>Key Responsibilities</b>
-----------------------------

Pastoral Care

- Support the Boarding House Parent in the provision of pastoral care to the pupils
- Liaise with parents and the Medical Department as required
- Attend various meetings as required
- Collect post from School Office and leave in Matrons' room for collection by pupils, passing on relevant messages to pupils as necessary
- Assist the Boarding House Parent with room/dorm list for each term
- Assist with the registration of various years/groups of pupils in the mornings, as required
- Participate in assembly notices
- Ensure pupils adhere to the School's dress code
- Put clean laundry away and repair individual pieces, where necessary
- Ensure pupils undertake bed changes as and when required
- Accompany Boarding House Parent on their formal weekly room inspection
- Monitor bedrooms, communal and study areas for cleanliness/tidiness, including appropriate materials on display
- Ensure pupils leave their rooms clear at the end of term
- Attend pupil induction and open days required
- Be the responsible adult within the house in case of emergency
- Assist in providing cover for Matron absence in other houses if needed

Domestic Duties

- Light cleaning duties to include dusting and polishing, vacuuming, removal of rubbish
- Prepare the house for pupils the week before term starts
- Organise for laundry to be despatched to the laundry department
- Sew on individual name tapes where necessary
- Assist in overseeing house cleaning and identifying priorities
- Undertake regular house inspections with the Housekeeper
- Arrange for general repairs by notifying the Maintenance Department of problems via maintenance chit system, and reporting those likely to involve student charging to the Boarding House Parent.

General

- Adhere to and ensure compliance with the school's 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 risk(s) to the safety or welfare of children in the school, these concerns must be reported to the school's Designated Safeguarding Lead or the Head Master.
- Comply with both Worth School and Worth Abbey and departmental Health and Safety policies, procedures and risk assessments.
- Ensure the provision of a safe and secure working environment, in keeping with legal requirements.
- Actively contribute to the continuous improvement process and the ongoing development of a quality culture, for example, changing behaviour and identifying and implementing improvements to processes and activities, and encourage others to do the same.
- Conduct from time to time, any other duties as may be required but within the scope of this job profile.

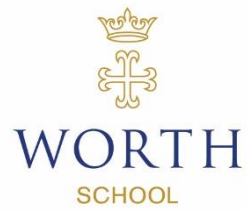
#### Qualifications, experience and knowledge

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> <li>• Working knowledge of Microsoft Office applications (including Word and Excel)</li> <li>• Experience of working with children</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an educational and/or school environment</li> </ul>

#### Competency profile

- **Customer focused** – recognises and focuses on the varied needs of pupils, parents and staff
- **Communication** – communicates information in a clear, concise and open manner at all levels, both verbally and in writing
- **Team working** – works closely with immediate team and proactively cooperates with all colleagues across the School and Abbey
- **Planning** – prioritises own workload and identifies obstacles to achieving results
- **Drive to deliver results** – demonstrates focus and determination to complete and deliver results which achieve personal objectives
- **Flexible approach to change** – adapts to meet the short- and long-term changing demands of the job

This job description may be altered to meet changing service needs, and will be reviewed in consultation with the post holder.



***This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary from time to time.***



CANDIDATE INFORMATION  
PACK 2023/2024





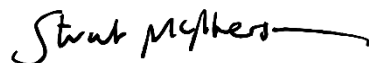
# OUR MISSION STATEMENT

Worth School welcomes its pupils into a Christ-centred educational community,  
to form them in humility for servant leadership in society.



# WELCOME

At Worth, the ideals of the family run through everything we do: we celebrate achievement with joy; we value listening and tolerance; we see the importance of each and every person. Worth is a place where we seek to uncover and ignite children's passions and talents – we offer education with heart and soul, and this gives Worth a difference that sets us apart. I invite you to visit us and see how the warmth of the Worth community allows boys and girls to thrive within the classroom, on the sports field, in the creative arts and within their friendships. You will meet pupils nurtured by both the richness of Benedictine tradition and the best that modern education has to offer.



Stuart McPherson  
Head Master

## ABOUT THE SCHOOL

Worth is a leading, independent, co-educational Catholic school of around 650 pupils, aged between 11 and 18 – the majority of pupils are boarders but there is also a strong contingent of day pupils. The School occupies a stunning rural location, with a campus of 500 acres, enjoying spectacular views across the Sussex Downs. The location lends the School an air of exceptional tranquility and beauty. At the same time, Worth is very conveniently located: London is 35 minutes by train, and Gatwick Airport, Three Bridges Station and the M23 are all within six miles.







## SAFEGUARDING

At Worth, there is nothing more important to us than the physical and emotional health and wellbeing of our pupils and staff alike. We have created a safer culture in which staff, pupils, parents and governors feel able to articulate concerns comfortably; safe in the knowledge that effective action will be taken, as appropriate.

Our Child Protection and Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of our School, in term and out of term time. We expect everyone working in, or for, our School to share responsibility for keeping children and adults at risk safe from harm and abuse, and to report any concerns to our Designated Safeguarding Lead or a team of deputies.

We have robust procedures in place for visitors to the site and carry out full recruitment checks on any adult who spends time regularly with our pupils. We have created our recruitment and selection policy to ensure Safer Recruitment practices are carried out throughout the School and these are applicable to all staff.

The Schools objectives include:

- Being healthy: enjoying good physical and mental health and living a healthy lifestyle
- Staying safe: being protected from harm and neglect
- Enjoying and achieving: getting the most out of life and developing the skills for adulthood
- Making a positive contribution: being involved with the community and society and not engaging in anti-social or offending behaviour
- Economic wellbeing: not being prevented by economic disadvantage from achieving their full potential in life.

Pupil welfare issues are addressed across the life of the School, through the dedication of staff to the ethos of the School. The pupils at Worth are taught and regularly updated on how to stay safe, including online and with their peers, and the staff have termly safeguarding updates via briefings and newsletters.



## ACADEMIC

Academically, Worth prides itself on getting the very best out of its pupils. The School offers a broad academic curriculum, with a wide choice of GCSE subjects and the chance to study A Levels or the International Baccalaureate Diploma Programme in the Sixth Form. The majority of our pupils go on to gain places at the best universities, including Oxford and Cambridge. The School enjoys a strong reputation for supporting all pupils through their academic journey, and seeks to bring out the very best in them all. We have recently opened a £6.25m Sixth Form Centre and School Library.

## CO-CURRICULAR

Worth has a long tradition of commitment to the performing arts. We have strong Music and Drama departments, and each year the School presents a full, varied and challenging programme of high-quality performances. The Arts at Worth include fine and visual art, textiles, design and technology and photography. An extensive sports programme is in place, and a very wide range of other activities is offered within the extra-curricular programme including voluntary service and the Duke of Edinburgh's Award scheme. More than 150 activities, clubs and societies are offered each week.







## PASTORAL CARE

Outstanding pastoral care for every individual boy and girl is at the heart of Worth School. Our distinctive Benedictine tradition and concern for the wellbeing of each individual are lived out by the School community in its day-to-day existence.

A key characteristic is our aim of ensuring that all pupils learn to live in communion with one another and can find sanctuary within the School to develop as a person in their own right, fully conscious of their responsibilities to themselves, to others and to God.

Every boy and girl, day or boarding, is a member of a House under the leadership of a Housemaster or Housemistress who, supported by their Deputy, has overall responsibility for the pupil's pastoral care and welfare. In addition, every pupil is assigned a Tutor with whom they meet regularly, formally and informally, individually and in groups, to review and support their progress, and to address issues raised through our extensive PSHE (Personal, Social, Health and Economic) programme. Every House also has a Chaplain and a Matron who manage the domestic affairs of the House and also provide further invaluable pastoral support. House and School Prefects are given duties and responsibilities and act as role-models and guides for the younger pupils. The Medical Department provides 24/7 care and support, and there is a professional counsellor and a network of independent listeners whom the pupils may contact. All pupils have the opportunity to contribute their views on their pastoral life through a School Council, House Councils, Tutorial meetings, and confidential appraisals and surveys.

The House system provides the community and sanctuary where pupils can grow in confidence and fellowship with one another. There are six boarding houses at Worth. Younger boarders share rooms so that they can learn to live alongside and support one another; most Sixth Formers have their own single study bedsits. Whilst the accommodation varies between the Houses, each Boarding House has common recreation areas, a library and a kitchen for the use of the pupils. All Houses have Wi-Fi and internet access. There are four day houses which provide study space and communal facilities for students from Year 9 upwards, and a junior house for all Year 7 and 8 day pupils.

## ETHOS AND VALUES

Worth is a Catholic school but it is also a diverse community with pupils and staff from a wide array of church backgrounds and other religions. We believe that our values provide a firm foundation for education which, without it, could be reduced to a mere set of skills to be applied to the workaday world instead of the formation of mind and spirit that will prepare young people for a fulfilled and happy life.

Our six values – humility, silence, worship, community, stewardship and service – enable everyone, whether they have a religious faith or not, to embrace life here at Worth. Such values are fundamental to the formation of who we become as people, which is why we place them at the centre of the education at Worth.

Worth's unique model of Chaplaincy involves a team of youth workers, The Forerunners, who work alongside monk chaplains to present an approachable, youth-oriented style of Christian formation and worship to the pupils each week in the Abbey Church and throughout the term at various other gatherings and service opportunities.





# STAFF

Worth has a very friendly, collegial and sociable Common Room with colleagues from a variety of backgrounds, some joining the School straight from university, others after taking a PGCE or after having taught at other establishments. Some have taught in a boarding school before, others have not. What staff members have in common is enthusiasm for teaching and learning, a willingness to be involved in the broader life of a thriving and busy school, and a genuine commitment to the School's values and ethos.

The School offers its own generous salary scale and an enhanced benefits scheme including an employee assistance programme, meal provision, enhanced pension contribution and discounted school fees for their children. Located in 500 acres of beautiful land, the School offers a community setting for employees, who live both off and on site. Employees have access to our facilities, including a golf course, gym suite and function rooms.





WORTH  
SCHOOL