



GATEWAYS

SCHOOL



Sixth Form

Matron

Growth

Wellbeing

Success

Introduction

We are looking to recruit a Sixth Form Matron to facilitate the efficient day-to-day management of the Sixth Form Day House, 'The Old Vicarage'.

The successful candidate will work in liaison with the Head of Sixth Form and the current Sixth Form Matron to create a pleasant atmosphere within the House, ensuring that the highest standards are maintained, through general supervision, awareness of health and safety and other legislative requirements and acting as a link between students, parents, colleagues and members of the whole School community.

Applicants should possess a genuine interest in young people, in their welfare, pastoral care, and their education. Pupils in the House will range in age from 16-18 years old and so an ability to work well with teenagers is essential.

The successful candidate will have a confidential, approachable manner and will be an effective communicator, possessing excellent interpersonal and listening skills. They will be IT literate with general administrative experience and the ability to work autonomously alongside a willingness to play a part in the House activities.

Gateways is a thriving school with a particularly friendly and supportive staff and student community. Gateways school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Gateways School is committed to fostering an inclusive culture that promotes and values diversity and celebrates the diverse voice of our community.

Purpose of the Role

- To work closely with the Head of Sixth Form and Sixth Form Tutors to ensure continuity of care, general welfare and personal development of the Sixth Form students in a new specialist setting;
- To ensure the effective running of the House, ensuring that it is well presented, well equipped and safe;
- To be the first point of contact in the House for parents, visitors and students ensuring that they are made to feel welcome and are assisted as required;
- To work, in cooperation with the other Matron, the hours required to ensure that the House is staffed throughout the period 8am – 5pm, Monday – Friday, term time only plus occasional evenings throughout the year, staff training days and 10 additional days throughout the year as and when required for the better performance of the role.



Job Description

Working with the students

- To liaise with the Sixth Form team, ensuring the provision of a comfortable working environment and to provide appropriate care to Sixth Form students meeting their individual needs as required;
- To build relationships with the Sixth Form students in order to understand their pastoral and academic needs;
- To be aware of, and respond to, the special needs of individual Sixth Form students, including those from different cultural backgrounds, and to be aware of the changing needs of all students as they develop;
- To liaise with the Head of Sixth Form concerning the general health and lifestyle of the students, and to take appropriate action in the case of illness liaising with parents as necessary;
- To encourage the students to follow the House routines including study periods, registration and signing out procedures;
- To ensure high standards of dress from the Sixth Form students and to liaise with parents appropriately about raising standards when required;
- To work with the Head of Sixth Form and the Sixth Form Tutors to ensure that the House is not left unattended and that students are always adequately supervised at all times;
- To assist the Head of Sixth Form, in ensuring that the presence of students is checked individually and personally at the times required, completing registers as necessary and reporting anyone missing immediately to the Head of Sixth Form, and in their absence, the Deputy Head or Head;
- To monitor students during their study periods, knowing which students should be working and where;
- To be aware of which students are on academic monitoring and to keep a close eye on how they are using their time;
- To assist with the planning of House activities, events and birthday celebrations and to participate as required.

Working with the Sixth Form Team and other members of staff

- To attend regular Sixth Form Pastoral meetings and INSET days as organised by the Head of Sixth Form at which minutes are taken and circulated to key stakeholders within the school;
- To contribute ideas to the Head of Sixth Form on ways to improve the experience of the Sixth Form students and to take responsibility to carry these ideas through as appropriate;
- To communicate regularly (at least daily) with the Head of Sixth Form about any matters of importance relating to the welfare of individual students, or the running of the House. All information should also be communicated through a Day book and CPOMS / iSams as necessary;
- To work with the Sixth Form team and the relevant teachers to help any student who needs care or advice or where there are behaviour management issues;
- To make recommendations to the Head of Sixth Form for the smooth running of the House in the event of the absence of any member of the Sixth Form Team;
- To participate in the programme of induction of new staff into the House as required by the Head of Sixth Form.



House / Facilities support

- To base yourself at all times, within the environs of the House in order to meet and greet visitors and students in line with the visitor policy and to take a proactive approach to queries;
- To help to ensure all fire regulations are rigorously met, to assist with the regular fire drills as required by the School's Fire Safety Policy and to act as the Fire Warden for the House;
- To manage the orders of sundry items such as fruit and newspapers as required;
- To manage the laundry within the House proactively, ensuring that the kitchen and bathrooms are always stocked with fresh towels etc;
- To check on and ensure the tidiness of the rooms regularly during the course of the day;
- To check on any damages and breakages that may have occurred in the House and report these to the Head of Sixth Form;
- To liaise with the cleaners at least once a day to ensure that there is regular and effective communication, and to monitor standards and inform the Head of Sixth Form of any concerns;
- To liaise with the gardeners to ensure that the grounds are always well presented;
- To work with the Head of Sixth Form at the end of every term and half term to ensure that the House is safe and secure and left in good order for effective cleaning to take place;
- To work with the Head of Sixth Form to ensure that the House is ready to welcome students on the return after every holiday and to check that all repairs have been carried out in good time in liaison with, and under the direction of, the Head of Sixth Form;
- To ensure that a list of repairs is prepared for Head of Sixth Form at the end of every term and once agreed, to submit this to the Operations Manager and to then monitor progress of the work required.



Administration

- To contribute to the social media feeds and any digital signage systems in the House, to design posters, input messages, take photos regularly and update Sixth Form displays;
- To contribute and participate positively in the preparation and implementation of a Sixth Form Development Plan;
- To help the Head of Sixth Form as necessary in administrative tasks;
- To develop and maintain record keeping and filing systems for the House;
- To help the Head of Sixth Form to maintain accurate records of all personal information relevant to the care of individual students including the relevant areas in the School Information System;
- Welcome, sign in and escort visitors and contractors to/around the premises in accordance with Safeguarding and Health and Safety practices;
- Promptly answer phones & emails;
- Maintain reasonable stock levels of stationery and supplies for students and staff;
- Assist the Head of Sixth Form in the smooth running and delivery of the Kickstarter package;
- Be responsible for the allocation of locker keys and lost property;
- Manage room bookings within the House;
- Oversee the catering provision, assisting Holroyd Howe with service when required;
- Contribute to the induction arrangements of new Sixth Form students as required by the Registrar.

General

- Be the dedicated First Aider in the House, liaising with the School Nurse as required;
- To seek the Head's authorisation for any absence from school when on duty and to give notice as early as possible in the case of unavoidable absence through sickness;
- Follow all school policies;
- Be responsible for the supervision, safeguarding and general welfare of the Sixth Form students;
- To maintain high personal standards of prompt arrival for House responsibilities and events, and appropriate professional appearance;
- To attend staff training as required (INSET);
- To work additional hours prior to the term start and at the end of term to ensure the House is in good order;
- To carry out any other reasonable duties as requested by the Head of Sixth Form and/or the Head.



Person Specification

Attribute	Essential	Desirable	Identification
Qualifications	<ul style="list-style-type: none">Minimum of A* - C in English & Maths (<i>or equivalent</i>)Valid First Aid qualification (<i>training can be provided post appointment</i>)	<ul style="list-style-type: none">Any additional qualifications relevant to the role.	Application Form Certificates
Skills & Experience	<ul style="list-style-type: none">Experience in a caring profession.Ability to communicate confidently and deal with challenging situations should they arise.Ability to remain calm under pressure and take decisive action when required.Ability to maintain accurate records with sound IT literacy.An excellent telephone manner.Clear communication skills, both oral and written.Good organisational skills and the ability to prioritise and manage tasks.An eye for detail and accuracy.Experience using Microsoft Office, specifically Word and Excel.	<ul style="list-style-type: none">Experience in an independent school setting.Experience with older teenagers.Experience in a similar position.Experience in a fast-paced environment.Experience using iSAMS & Firefly communication systems.	Application Form Interview Professional References Observation
Personal Qualities	<ul style="list-style-type: none">A professional manner and appearance.Friendly, warm personality with excellent inter-personal skills.Self-motivated with a positive, professional attitude.Ability to work as part of a team yet also to work under own initiative.High levels of honesty and integrity.An awareness of the importance of confidentiality, sensitivity and tact particularly when dealing with personal issues.Flexibility and willingness to be adaptable, accessible and approachable.		Application Form Interview Professional References Observation