**MATRON-First Aid and Well-Being**

**JOB DESCRIPTION**

Revised Aug 2019

ABOUT CATS College Canterbury

CATS College offers an outstanding international pre-university educational experience to students aged 14+ from all over the world. CATS students live and work in the beautiful Victorian CATS Canterbury campus, studying for GCSEs, A levels, the IB and University Foundation Programmes, and preparing for admission to universities across the country and elsewhere. We pride ourselves on our approach to teaching and learning, with small class sizes and an informal atmosphere ensuring that students are treated as individuals and build great relationships with staff.

OVERVIEW OF THE JOB

The role of the Matron at CATS Canterbury is to support students’ health and wellbeing to support them in participating fully in an active school life. The medical facilities are well equipped in order to facilitate the immediate care, both medical and pastoral, of pupils and staff at CATS Canterbury. Two Matrons share the responsibility for the day-to-day medical provision across the College, and may be required to provide medical assistance in any one of the College’s buildings from the Medical Centre base in No. 60 New Dover Road.

REPORTS TO

You will be directly responsible to the Head of Boarding.

MAIN RESPONSIBILITIES OF THE JOB

**The Matrons are responsible for:**

* Ensuring the best possible medical care is available to pupils on an immediate and an emergency care basis
* Treating pupils as appropriate with the aim of encouraging them to return to their normal timetable as soon as appropriate
* Where necessary, arranging to get the pupil / person to alternative care, e.g. the individual’s GP
* or to hospital
* Administering medication according to College policy
* Performing necessary health checks to assist with diagnosis
* Liaising with parents and staff in accordance with the College policies on medical and mental health
* Ensuring that the Medical Centre is appropriately staffed, stocked and equipped
* Ensuring safe storage, usage and disposal of medical supplies and drugs
* Providing the first aid kits around the school and replacing supplies
* Maintaining pupil files, medical records and medical centre attendance records
* Arranging and managing communication with agents, parents, DMDs with regard to consent
* Maintaining records on electronic register where appropriate
* Maintaining electronic records of daily visits to Medical Centres or accidents treated and reported, including the nature of problem, treatment or advice. Updating as necessary to ensure accurate and rapid retrieval of information
* Liaising with Boarding Team Leads with regard to any medical problems concerning pupils
* Producing health care plans where appropriate, giving support to relevant teaching staff in their dealings with pupils in the classroom and in extra-curricular activities
* Attending regular meetings with senior pastoral staff (Principal, Vice Principal, Head of Boarding, Assistant Principals Academic and Pastoral, etc.) to provide advice on effective pastoral care for particular pupils
* As part of the nursing team, drafting and updating of “essential care list” of pupils with “need to know” conditions
* Providing general advice and training for staff for initial care of pupils with particular medical needs
* Providing support to academic staff in pastoral care and counselling

**The Matron (First Aid and Wellbeing) is additionally responsible for:**

* Raising the profile of good mental health and wellbeing
* Offering counselling and delivering therapeutic workshops to address a range of common issues affecting young people
* Increasing awareness of existing pastoral/welfare staff
* Outsourcing specialist services as and when is appropriate to meet the needs of all students
* Building links with the local community to help cater for student’s faith and spiritual queries
* Putting care plans in place for students with existing mental health problems
* Screening existing mental health issues in the admissions process, to help the College provide appropriate psychological and emotional support from the onset
* Working closely with the Designated Safeguarding Lead but at all times exercising judgment regarding confidentiality in the context of the primacy of prioritising the safeguarding and welfare of children
* Building relationships with, reassuring, listening and talking to pupils
* Combating stigma and helping pupils deal with it
* Agreeing and reviewing care plans and monitoring progress.

PERSON SPECIFICATION

**The job requires that you are:**

* A qualified nurse or health care professional, preferably with experience within Education
* Efficient and organised
* A skilled communicator and a relationship builder - able to work effectively with colleagues and students
* IT literate
* Good at prioritising your time
* Able to work under pressure
* A quick learner
* Proactive, flexible, trustworthy, dependable and reliable
* Comfortable working in English
* Internationally aware and culturally sensitive
* Good team player, but also able to work autonomously
* Willing to play a part in the wider life of the College community

**And that you have:**

* Experience of working with young people
* Proven safeguarding experience
* Proven management skills
* A logical, structured and organised outlook on life
* High levels of energy, an even temper and a sense of humour
* The ability to relate to young people
* A willingness to work unsociable hours, including occasionally at weekends and evenings

WORKING HOURS

The Medical Centre is open for drop-in and routine care from 0830-1830 Monday to Thursday, from 8.30 to 17.00 on Fridays. There is also on-call availability at fixed times according to a pre-defined rota.

This role is attracts a 37.5hrs working week, including some on-call availability.

Hours worked should be agreed with the other Matron and your Line Manager to avoid duplicated cover, on a rotation so that coverage by both Matrons is roughly equal.

Some additional weekend and night work will be required to cover Boarding Houses, emergencies and events.

And finally

CATS Colleges is committed to safeguarding and promoting the welfare of children and young people and

expects everyone connected with the College/s to share this commitment.