



Residential Senior Matron

RESIDENTIAL SENIOR MATRON – TT plus 14 days

Salary : Competitive depending on experience

Reporting to: Head of Boarding

Responsible to: Head of Boarding

Lomond has a tradition of boarding care dating back to 1845. Both Larchfield Preparatory Boys' School and St Bride's Girls' School had a number of boarding houses in Helensburgh. Until 2003 boys and girls were housed separately, with the boys being accommodated in Burnbrae House in Campbell Street and the girls in Lansdowne Park in Victoria Road. In the Summer Term of 2003, we moved into our new purpose-built facility on the Burnbrae site. The House is co-educational with boys and girls being accommodated on separate floors. The House accommodates sixty young people and most boarders are full time, although we do have some weekly boarders and some 'flexi' boarders who may spend some nights.

Burnbrae is international in that although the majority of pupils come from Britain, there is a strong international element with pupils from countries around the world including China, Germany, Panama, Bosnia, Spain, Hong Kong, UAE, USA and France resident in the last few years. We maintain long-standing connections with the West Highlands and the Western Isles and we also have a number of children from Service families.

The ethos of boarding at Lomond is that of a large family and the quality of care and the welfare of the pupils are upper- most. We firmly believe that Burnbrae is a home. Busy, happy, purposeful are epithets that are commonly used and young men and women are able to grow up in an atmosphere where freedom, trust and responsibility have their place alongside discipline, supervision and encouragement. We believe that we have the balance right whilst recognising the necessity of responding to the needs of the individual.

Purpose:

The position of Senior Matron is one of significant importance and responsibility. The Senior Matron has a special role in helping to create a happy and well-disciplined atmosphere throughout the House. The success of a Senior Matron's appointment depends on the establishment of a harmonious relationship with the Houseparent, based on mutual trust.

As Senior Matron you will be responsible for managing a team of 3 Matrons and a Housekeeper. Senior Matron is required to play a key role in the pastoral care of all the pupils in the boarding house on a day-to-day basis, with particular responsibility for the physical, social and emotional well-being and presentation of the pupils in the House.

Ultimately, the objective of the Senior Matron is to play a significant role in establishing a 'home away from home' environment in which the boarders are at ease and are happy. Overall Responsibilities: The following is a description of the responsibilities and duties of a Senior Matron. A list of expected responsibilities and duties can be neither definitive nor exclusive.

- The Senior Matron is a member of the residential House team, along with the Houseparent and Assistant Houseparent. The Senior Matron is responsible for the pastoral care, health and welfare, and health education of the boys/girls in the House.
- The Senior Matron is responsible for overseeing and leading all aspects of the Matron's and Housekeeper roles.
- The Senior Matron reports directly to the Houseparent on all matters relating to the welfare of pupils and the fabric of the House. The Senior Matron ensures that the right care is given to the pupils and monitors their wellbeing at all times. This is done by facilitating and contributing to the various routines of the House, which seek to promote the confidence of the pupils within a happy atmosphere. These routines encourage high standards of dress, cleanliness and respectful relationships with staff and fellow pupils.
- The Senior Matron should be an approachable, kind and friendly person who is available to all pupils without discrimination or favouritism. It is the nature of the role that pupils may confide in them from time to time and the Senior Matron will need to listen and exercise sound professional judgement. This will require a caring attitude in line with understanding of the principles of confidentiality and information sharing, so that matters can be dealt with as they arise while the welfare and happiness of the pupils in the Senior Matron's care is ensured. To this end, Senior Matrons make themselves available for training courses and professional development, in accordance with the INSET programme structured by the Senior Leadership Team.
- A Senior Matron's role is to participate fully in the life of the House. Consequently, each Matron is welcome to attend all meals and is encouraged to eat with pupils. Attendance at sporting matches, helping with plays, supporting concerts and being an integral part of social events in the life of the pupils will form part of daily life. This involvement helps develop a positive and supportive relationship with the pupils, who appreciate and draw courage from their Senior Matron's interest in and encouragement of their various activities.
- A Senior Matron should establish close relationships and good communication with parents, taking an early opportunity to do so at the start of a pupil's career at the School, and being available to talk to parents, especially at the beginning and end of every term, half term and at exeat weekends, or when it is likely that parents will be visiting for matches, concerts, plays, etc.
- Although the role is not primarily a disciplinary one, the Senior Matron must uphold the authority of the Houseparent, the School and the application of the School's rules and policies, with which they should be well acquainted. The Senior Matron plays a crucial part in ensuring continuous adult supervision of the pupils.

- The Senior Matron coordinates pupils' travel arrangements to and from School; for example, ordering taxis to or from airports or mainline railway stations via the transport manager.

Duties

General Welfare

- To be responsible, in conjunction with the Houseparent, for the pupils' general welfare, health and presentation.
- The Senior Matron will be expected to help new pupils to settle in and to look after all pupils in the House, both on a day-to-day basis and in helping them individually to cope with any crises in their lives. This will involve listening to their problems regarding a wide range of issues. A Senior Matron is expected to help the Houseparents and other matrons to create a friendly and happy atmosphere in the House. A Senior Matron will also often be a point of contact with parents.
- The Senior Matron is expected to ensure that the pupils are well turned-out and appropriately dressed.
- The Senior Matron should be monitoring the behaviour of pupils within the House, both good and bad, and alert the Houseparents to both types.
- The Senior Matron is expected to assist the Houseparents on "social" occasions and in entertaining pupils. This includes having pupils within your flat of an evening to entertain them as and when required.
- The Senior Matron is expected to support the pupils in their everyday activities where possible, watching them in sports, music, drama etc.
- With the recognised importance of the Children's Act and the introduction of National Minimum Boarding Standards, the pastoral role of the Senior Matron is of vital importance. It is expected that the House Senior Matron will undertake continuing professional development with a focus on formal qualifications from the Boarding School Association. A Senior Matron is expected to be aware of child protection procedures in the School and will undertake compulsory training annually.
- The Senior Matron should monitor pupils' daily routine (including punctuality, meal attendance and diets) to help the pupils meet expected standards.
- Senior Matrons, either individually or in coordination with each other, provide a first-aid presence at House matches during sports afternoons.

Health

- To assess illness, then to deal with minor problems and to refer to the Nurse at the Medical Centre in Helensburgh for all other medical matters, in accordance with the advisory notes issued.

- To arrange physiotherapy and medical appointments and to accompany and transport pupils as necessary.
- To act as a first aider in the event of a medical emergency in the House, liaising with the School medical staff and external organisations, and to take emergency cases to hospital where appropriate.
- To keep in-house medical files up-to-date and ensure that the absences list is accurate.
- To communicate effectively with other staff where necessary.

Housekeeping

- To ensure that there is a clean and pleasant environment in the House throughout the term. S/he works with the Housekeeping Team who are responsible for the cleaners and the standards the School requires.
- To supervise the collection and redistribution of pupils' laundry. Liaising with the Housekeeping Team to ensure that pupils' personal clothing are kept in good repair and are named.
- To liaise with the Houseparent in ensuring that satisfactory and safe standards are maintained in the House, including reporting any necessary repair or maintenance work to the Maintenance Team.
- To be in charge of securing pupils' rooms at the end of term and at half terms. This could involve preparation if the House is being let out during the holidays or for clearing up after refurbishment work.
- The Senior Matron liaises with the Houseparents on necessary reports and improvements to the furnishing, furniture and fabric of the House.

Other

- The Senior Matron should be familiar with the School's health and safety policies as they relate to boarding House
- The Senior Matron should be familiar with the fire-safety procedures of the House, as sometimes they are the responsible person on site in the event of an alarm or fire.

Support

The Senior Matron will be appraised by the Houseparent on an annual basis, but routine communication will be ongoing. Professional development is encouraged and will be discussed as part of the Performance and Development review. They are an important part of the School's residential community. House Senior Matrons are residential during term time.

Hours of work:

It is not possible to lay down specific hours of work to cover emergencies, such as a pupil's illness during the night, but in general a Senior Matron is expected to be available to deal

with both routine matters and emergencies as they arise. There will be times of extreme activity and pressure as well as times that are less busy.

Holidays

School holidays can usually be taken in their entirety except for the requirement to work for a minimum of one week at the beginning and end of the school year, and 1 day at the end and beginning of all other terms (14 days) in order to prepare the House for use by the pupils or for a holiday let.

The Person

Residential Senior Matron

| | Essential | Desirable | Method of Assessment |
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| Qualifications | <ul style="list-style-type: none"> • A qualification at SVQ Level 3 or above which enables the candidate to register with the Scottish Social Services Council or the Nurse and Midwifery Council. • A suitable candidate may be considered without this qualification provided they enrol on a Level 3 SVQ course on appointment. This may be funded by the school. • Full clean driving licence | <ul style="list-style-type: none"> • A qualification at degree or equivalent level • Post graduate qualifications such as BSA Certification/Diplomas • First Aid Qualification • Relevant extracurricular qualifications or experience, which would enhance the provision for boarding students during weekends. • Food Hygiene qualification • Possession of a DI Licence | Production of the applicant's certificates |
| Experience | <ul style="list-style-type: none"> • Of working with young people in a school or similar environment • Pastoral Experience of working with young people | <ul style="list-style-type: none"> • Experience of managing a team of people • Familiarity with Microsoft Office • An understanding of boarding school life | Application From Interview |
| Skills | <ul style="list-style-type: none"> • Good organisational, communication and listening skills. • Good leadership, management and decision-making skills • Ability to communicate clearly and effectively with pupils, parents and other teachers in a range of formats. • A commitment to teamwork with a good sense of humour and perspective | <ul style="list-style-type: none"> • Proficiency in ICT | Application From Interview |

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| Knowledge | <ul style="list-style-type: none"> • Excellent professional knowledge and understanding | <ul style="list-style-type: none"> • An understanding of the principles of GIRFEC and current Child Protection Practice. • Familiarity with the National Care Standards for Young People in mainstream residential schools | Application From Interview |
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The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.