



WELLESLEY
HADDON DENE
SCHOOL

Boarding Matron

Job Description and Person Specification

Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title: Boarding Matron

Hours of work: Part Time, 27 Hours per week over Monday to Sunday.

Remuneration: £ 11.44 per hour

Responsible to: Head Teacher

Start Date: September 2024

Job Role: The Matron will be responsible to the Head of Boarding and will assist with the health, wellbeing and cleanliness of the pupils and the cleanliness and condition of their clothing. As night workers, they remain awake during the night duty for such time as to ensure adequate supervision and care of the pupils, particularly ensuring that various housekeeping activities are completed to ensure the high level of pastoral care of the pupils is not compromised.

Main Responsibilities:

- To maintain the boarders' health and safety.
- To stay overnight in the boarding house 4 nights per week
- To contribute to and implement personal care programmes overnight and during the day if applicable.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the role within the School.
- To be conversant with the National Minimum Standards for Boarding Schools and to operate over and above these in the care and wellbeing of the pupils.
- To evacuate the pupils from the building in the event of a fire overnight
- To be a full team member, undertaking such housekeeping duties as required.
- To record events, routine activities as required and incidents using the appropriate documentation and files, and participate in pupil planning and evaluation as and when appropriate.
- To commit to training, induction and continuous professional development.

	<ul style="list-style-type: none"> ● To ensure that the Head of Boarding and/or DSL is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection. ● To be aware of the School policies and to act in accordance with them. ● To assist the Master on Duty putting the pupils to bed in an orderly way, ensuring that the pupils go to bed clean and relaxed. If necessary sitting outside the dormitory until settled. To oversee hair washing, nit checking and nail cutting. ● To assist in maintaining discipline in a happy, routine atmosphere. ● To assist the Master on Duty once lights are out to ensure that the pupils settle and go to sleep as quickly as possible. ● To be available and care for any pupil who feels unwell, injured or upset during the night. ● To chat to the pupils at any available moment so as to know them well. To communicate immediately to the Head of Boarding any worries a pupil may have re work, home, bullying etc. ● To get the pupils up in the morning ensuring they are clean and tidy when they present themselves downstairs for the day. ● To assist in laundering of the pupil's clothes, towels and bedding. ● To change sheets and bedding fortnightly. ● To change soiled or wet bedding. ● To mend the pupils clothing. ● To keep track of all clothing. When necessary provide pupils with 2nd hand clothing and to charge the accounts accordingly. To liaise with the parents when new clothes are required, if applicable. ● To manage the surgery in the evening, if applicable as required, referring to the Nurses if you have any concerns. To administer prescribed medication or OCMs and to record in the correct way. Recording in detail, any incidents that may occur. ● To give First Aid to the pupils, recording in detail any incident that may occur. ● To ensure that at all times the medicines are kept out of reach of pupils and the medicine cabinet is not left unattended. ● To assist with the weighing and measuring of pupils at the beginning of term. ● To inform the Nurses of any concerns regarding a pupil's health. To escort to the School doctor if necessary and to be with them during their consultation unless it is deemed necessary for the pupil to be alone with the doctor. ● To accompany pupils to A and E if required during their evening or afternoon shift ● To supply the pupils and charge their accounts with chemist requirements e.g. toothpaste, combs etc. ● To liaise with the Nurses and Catering Manager about any domestic supplies and stock levels of medical supplies. ● To ensure the pupil's trunks are packed and unpacked at the beginning and end of term. To ensure that the pupil's beds and dormitories are ready for the pupils arrival at the beginning of term and tidied at the end of term. This will involve working before and after the published term dates. To oversee any laundering and storage of the pupil's bedding. For any trunks that remain in the school during the holiday periods to ensure that the clothing is cleaned and any necessary mending is undertaken. <p>To carry out such other duties as may be required from time to time.</p>
Monitoring, Assessment, Recording, Reporting, and Accountability	<ul style="list-style-type: none"> ● To be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge. ● To contribute towards the implementation of Individual Pupil Profiles, particularly the planning and recording of appropriate actions and outcomes related to set targets in liaison with the SENCO.

	<ul style="list-style-type: none"> To assess pupils' work systematically and use the results to inform future planning, teaching and curricular development. To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents. Keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.
Subject Knowledge & Understanding	<ul style="list-style-type: none"> To have a thorough and up-to-date knowledge and understanding of the subjects being taught, level descriptors and specifications for examination courses. To keep up to date with research and developments in pedagogy and the subject area
Professional Standards and Development	<ul style="list-style-type: none"> To be a role model to pupils through personal presentation and professional conduct. To arrive in class before the start of the lesson, and to begin and end lessons on time. To cover for absent colleagues as is reasonable, fair and equitable. To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work. To be familiar with the School's handbooks and support all the School's policies, e.g. those on Health and Safety, Safeguarding etc. To establish effective working relationships with professional colleagues and associate staff. To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures. To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits. To liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare. To be aware of the role of the Governing Body of the School and to support it in performing its duties. To complete the on-line training courses as required by the school To provide the documentation required to carry out a DBS check. To be familiar with and implement the relevant requirements of the current SEN Code of Practice. To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who: <ul style="list-style-type: none"> o have SEN; o are gifted and talented; o are not yet fluent in English. To uphold the school's core values.

Person Specification

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.

	Essential	Desirable	Method of assessment
Qualifications / Experience:	A Levels Childcare qualification	Experience across primary schools as Matron. Paediatric First Aid Certificate	Application Form Interview

	Driving Licence	Commitment to further training / study to further widen knowledge base and develop professionally.	References Observations
Communication:	<p>The ability to communicate effectively in a verbal and written form</p> <p>Clear communication skills that demonstrates strong levels of English language skills</p> <p>Ability to use tracking systems to communicate development with key individuals</p>	Experience in communications with parents across methods including online	Application Form Interview Observations
Knowledge/Skills and Abilities	<p>High levels of empathy with the ability to provide emotional support and pastoral care to boarding students and adapt and tailor approaches to individual pupils.</p> <p>Ability to work calmly and patiently whilst under pressure, prioritise and make good decisions.</p> <p>Good observation and organisational skills.</p> <p>Excellent written and verbal communication skills with an ability to work on a range of sensitive issues. Maintain confidentiality where necessary.</p> <p>Ability to work as part of a team.</p> <p>Proactive and ability to act on own initiative.</p> <p>Good working knowledge of MS Office applications.</p>	<p>Ability to contribute to the extra-curricular aspect of school life creative and presentation skills</p> <p>Demonstrate an understanding of the needs of children aged 14-18</p> <p>Understanding of safeguarding and child protection issues.</p>	Application Form Interview References Observations

	<p>Able to act with professionalism and discretion.</p> <p>A positive attitude and a commitment to supporting the educational and pastoral goals of the school.</p>		
Disposition:	<p>To be committed to actively support the vision, aims and ethos of the school</p> <p>To be committed to raising the levels of achievement of children of all abilities</p> <p>Flexible to change and willing to engage in shared transformation.</p>	<p>Committed to supporting others and sharing good practise and values of the school</p>	<p>Application Form</p> <p>Interview</p> <p>References</p> <p>Observations</p>