

**SAPIENTIA EDUCATION TRUST**  
**WYMONDHAM COLLEGE PREP SCHOOL**  
**JOB DESCRIPTION**  
**BOARDING HOUSE MATRON**

<b>Line Manager:</b>	Head of House
<b>Salary</b>	£18,584 – including overnight allowance of £58 per night and additional hours
<b>Residential Status:</b>	Non-resident (although required to sleep-in overnight when on duty).

Wymondham College Prep School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 11 primary and 9 secondary schools.

**THE POST**

Boarding House Matrons (Pastoral Care Workers) are an integral part of the boarding house staff team and play a significant role in the personal development of the pupils under their care. Wymondham College Prep School provides outstanding boarding care for its pupils and a vibrant, inspiring team of boarding house matrons are vital to this continued success.

Boarding House Matrons (Pastoral Care Workers) assist the House leadership team with the care of both boarding and day pupils, with particular responsibility for the health and well-being of boarders and supervision of boarder during the evenings, overnight and mornings.

On appointment, the successful candidate will be required to complete a six month probationary period.

**PERSON SPECIFICATION**

The personal competencies expected of all Prep School support staff are:

- Be creative and proactive in finding solutions;
- Be flexible and adaptive to changing needs and priorities;
- Be resilient, empathetic, calm and professional under pressure;
- Be insightful and analytical with good problem-solving skills;
- Have excellent inter-personal and communication skills and evidence of being able to build and sustain effective working relationships with staff, children, parents/carers and the wider community;

- Be a self-reflective practitioner who always seeks to improve;
- See the 'big picture' in relation to whole school priorities & improvement;
- Be willing to contribute to the extra-curricular life of the school;
- Possess a sense of humour;
- Have the ability to inspire and enthuse staff and children about learning;
- Passion for working with primary aged children;
- Be highly self-motivated, able to energise and motivate others;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The personal competencies expected of a Boarding House Matron (Pastoral Care Worker) are:

- Be a positive role model;
- Engages with pupils appropriately and works with the best interest of pupils in mind;
- Able to work with minimum supervision;
- Understand statutory requirements and policies;
- Able to maintain confidentiality appropriately;
- Able to work as part of a team.
- Efficient administrative skills;
- A pro-active approach to engaging children in tasks/activities;
- Sound judgement when dealing with conflict;
- The ability to maintain discipline and morale;

The qualifications and previous experience required for a Boarding House Matron (Pastoral Care Worker) are:

- A good level of literacy and numeracy;
- Some previous experience working with young people is desirable, but for the right candidate with a suitable personality, not essential;
- Some previous experience working in a caring role would also be an advantage;
- An understanding of the national requirements for keeping children safe in education will be expected\*;
- An understanding of the national minimum standards required of boarding schools, in respect of the care of pupils will be expected\*.

## **JOB SPECIFICATION**

### **General Responsibilities**

Reporting to the Head of House or the delegated representative, Boarding House Matrons (Pastoral Care Workers) provide pastoral care and supervision of pupils resident in Boarding Houses, during non-timetabled time. They also undertake housekeeping duties and provide initial medical support. Boarding House Matrons (Pastoral Care Workers) are required to support, promote and implement Prep School and House policies and protocols.

Boarding House Matrons (Pastoral Care Workers) are required to stay in Boarding House communal areas during nominated hours of duty and sleep in official accommodation during silent hours, responding to calls/alarms, as appropriate in line with protocols. However, where necessary, with the authority of the House leader, Boarding House Matrons (Pastoral Care Workers) may be required to escort pupils off-site in exceptional circumstances. Boarding House Matrons (Pastoral Care Workers) are required to set an exemplary personal example in standard of dress, behaviour and personal hygiene.

The post-holder will be required to comply with the Trust Code of Conduct for Staff and Volunteers.

Wymondham College Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the Prep School's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

## **Specific Responsibilities**

### **Pupils and their Parents**

- Be responsible (to the Head of House) for the care, supervision, cleanliness and presentation of pupils in the House, co-ordination and liaising with other Boarding staff as necessary;
- Be aware of the Prep School's uniform and clothing requirements of pupils and ensure that they have all the items they require; be responsible for the good standard of clothing of pupils, arranging for clothing to be washed; arranging for appropriate repair of clothing, when necessary;
- In consultation with the Head of House, liaise with parents of boarders as necessary, concerning domestic, welfare and medical matters;
- Contribute to the induction arrangements for new pupils joining the House, ensuring that any 'settling in' problems are resolved;
- Exercise pastoral care of pupils (in accordance with Individual Care Plans where appropriate), attend care meetings if required and support pupils' emotional, cultural and intellectual development;
- Assist in the baseline assessment of new pupils and contribute to the individual welfare plans for pupils;
- Provide a sympathetic presence in the House and be sensitive to those who are having difficulties coping with Prep School life, liaising closely with other relevant staff concerning the progress and welfare of pupils;
- Supervise pupils during non-timetabled time when present in Boarding House;
- Assist the House leadership team in maintaining House discipline and the inculcation of good manners and courtesy.

## Health and Medical

- Be responsible for the general health and wellbeing of those in the House, being available to pupils for discussion of routine medical issues;
- In the case of any doubt or concern, refer medical matters to the Prep School's Nurse/medical staff or directly to the Doctors' surgery or hospital;
- Attend any sick pupils in the House;
- Be responsible for the wellbeing of any day pupils who are unwell, whilst making arrangements for them to be collected by parents;
- Ensure that appropriate pupil records are kept up to date and that they are stored securely, liaising with Prep School medical staff as appropriate, in order to share any health or medical concerns;
- Provide first aid, initial medical support and administration of non-prescription medicines to pupils in line with protocols and attend appropriate 'updating' training sessions as necessary;
- To be familiar with the Prep School's code of practice for health and safety, and its policies and procedures for countering bullying, substance misuse and child protection.

## Domestic

- Washing of pupils' laundry with assistance from pupils where appropriate;
- At the end of terms, supervise the clearing up of the pupil accommodation areas; carry out a check of all bedding, furniture, fixtures and fittings. Preparing a list of repairs and maintenance items required and advise on replacement or renewal of bedding, fixtures and furnishings;
- Before boarders return, supervise the preparation of bedrooms; carry out a check on furnishing to ensure that all are in good order, repairs carried out, and that the rooms are clean and presentable;
- Participate in a programme of continual risk assessment within the House as required by Health and Safety guidelines.

## As part of the House staff team

- Ensure House log books are kept up to date and ensure any significant events during your shift are handed over appropriately before finishing the shift;
- Before starting your shift, ensure you have read any relevant notices and/or comments in the House log and that you have received any required briefing;
- Participate in the instruction and induction of new staff in the House;
- Attend regular team meetings as required by the Head of House;

## HOURS OF WORK

### Matron 1

Working weeks	Term Time Only (normally 38 weeks).
Hours per Shift	Normally 26.5 hours on duty and 9 hours sleep in/on call.
Exeat and end of terms	Two hours on Friday between 14:15 – 16:15
Normal Working Pattern	A Boarding House Matron (Pastoral Care Worker) normal shifts are: <ul style="list-style-type: none"><li>• 1630hrs - 2100hrs = on duty</li><li>• 2100hrs - 0600hrs = sleep-in/on call;</li><li>• 0600hrs - 1100hrs = on duty.</li></ul>

	Monday morning to finish at 09:00hrs This post requires the post-holder to work: <ul style="list-style-type: none"> <li>• 3 nights Friday, Saturday and Sunday</li> </ul>
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time. The amount of holiday pay included in the salary depends on the shifts per year worked.
CPD Days	In addition to the shift hours you are required to work, you are paid an additional 37 hours per year in order to attend College CPD days.
Team Meetings	In addition to the shift hours you are required to work, you are paid an additional 12 hours per year in order to attend team meetings or other staff activities at the discretion of the Head of House.
Overtime/ Additional Hours	No overtime will be paid for this post. However, if you are woken and required to work during the 9 hour sleep in/on call period, you will be paid at the basic hourly rate for each 15 minute period after the first 30 minutes.

## REMUNERATION

### Salary Details Matron:

- The FTE salary for this post is £24,790 per annum which equates to £12.85 per hour plus holiday pay paid at £1.86. Total of £14.71 per hour, which is paid for the 26.5 hours on duty per shift and this is your basic hourly rate for any additional hours;
- In addition, a £58 anti-Social Hours Allowance is paid for each overnight shift;
- Salaries are recalculated each year based on the structure of the new academic year;
- Salaries are consolidated and paid in twelve equal monthly instalments.

The post holder will be entitled to join Trust's nominated pension scheme for support staff.

## DRESS CODE

The post holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that pupils, staff and visitors are able to identify employees.

## PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people.

Sapientia Education Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

## REVIEW

The Job Description will be reviewed annually as part of the Trust's Performance Management programme.