

SAPIENTIA EDUCATION TRUST

WYMONDHAM COLLEGE JOB DESCRIPTION

BOARDING HOUSE MATRON

PERMANENT

Line Manager:	Head of House
Salary:	Points 5 of the SET Support Staff Salary Scale FTE £21,575 per annum Pro-rata £21,154 per annum, including an allowance for holiday pay
Residential Status:	Non-Resident (although required to sleep-in overnight when on duty)

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 students under their care. As one of the most successful state boarding schools in UK, Wymondham College provides outstanding boarding care for its students 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 students, with particular responsibility for the health and well-being of boarders and supervision of boarder during the evenings, overnight and mornings.

Wymondham College is member of the Sapientia Education Trust (SET).

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

PERSON SPECIFICATION

The personal competencies expected of all College support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of a Boarding House Matron are:

- A calm and efficient manner in a crisis;
- Empathy with young people aged 11-16;
- Efficient administrative skills;
- A pro-active approach to engaging young people 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 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 students will be expected*.

*This information is available online.

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 students 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 College 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 students 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 Wymondham College Code of Conduct for Staff and Volunteers.

Wymondham College 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 College'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

Students and their Parents

- Be responsible (to the Head of House) for the care, supervision, cleanliness and presentation of students in the House, co-ordination and liaising with other Boarding staff as necessary;
- Be aware of the College uniform and clothing requirements of students and ensure that they have all the items they require; be responsible for the good standard of clothing of students, 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 students joining the House, ensuring that any 'settling in' problems are resolved;
- Exercise pastoral care of students (in accordance with Individual Care Plans where appropriate), attend care meetings if required and support students' emotional, cultural and intellectual development;
- Assist in the baseline assessment of new students and contribute to the individual welfare plans for students;
- Provide a sympathetic presence in the House and be sensitive to those who are having difficulties coping with College life, liaising closely with other relevant staff concerning the progress and welfare of students;
- Supervise students 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 students for discussion of routine medical issues;
- In the case of any doubt or concern, refer medical matters to the College Nurse/medical staff or directly to the Doctors' surgery or hospital;
- Attend any sick students in the House;
- Be responsible for the wellbeing of any day students who are unwell, whilst making arrangements for them to be collected by parents;
- Ensure that appropriate student records are kept up to date and that they are stored securely, liaising with College 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 students in line with WCMC protocols and attend appropriate 'updating' training sessions as necessary;
- To be familiar with the College's code of practice for health and safety, and its policies and procedures for countering bullying, substance misuse and child protection.

Domestic

- Supervise and assist students with the completion of their laundry;
- At the end of terms, supervise the clearing up of the student 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

Paid weeks	Term Time only (normally 35 weeks)
Hours per shift	9.5 hours on duty and 7 hours sleep in/on call
Normal Working Pattern	<p>A Boarding House Matron (Pastoral Care Worker) normal shifts are:</p> <ul style="list-style-type: none">• 1530hrs - 2330hrs = on duty (with a one hour break);• 2330hrs - 0630hrs = sleep-in/on call;• 0630hrs - 0900hrs = on duty. <p>This post requires the post-holder to work: 4 nights a week, term-time only – Thursday, Friday, Saturday, and Sunday</p>
Unpaid Breaks	1 hour evening break
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.
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.
Term 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	No overtime will be paid for this post. However, if you are woken and required to work during the 7 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.
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REMUNERATION

Salary Details:

- Points 5 of the SET Support Staff Salary Scale
- **FTE** £21,575 per annum
- **Pro-rata** £21,154 per annum, including an allowance for holiday pay

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

The annual salary will change each year depending on the days and weeks in the academic year.

As salaries payments are averaged out over the 12 months of the Academic Year, if an Individual begins employment with the Trust, or an Employee changes their contract, part way through the Academic Year a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year.

Annual holiday entitlement for full-time support staff is 33 days (including bank holidays), rising to 37 days after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

College staff enjoy a number of non-contractual benefits, including free refreshments and midday meals during term-time.

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

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Wymondham College 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. The 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 Wymondham College's Performance Management programme.

