

Boarding Matron

Job Title:	School Matron
Grade:	NYCC Band 6 (points 15-19)
Hours:	35.0 hpw, 43 weeks pa
Actual salary:	£13,783 (term time only + 5 training days)
Job Purpose:	To be resident in the boarding house whilst on duty and to be responsible to the Senior Houseparent for the general welfare and personal development of the boarders in the house in accordance with school policy; the detailed guidance in the Ofsted Boarding Framework (SCIFF); National Minimum Standards for Boarding Schools
Responsible to:	Senior Houseparent
Responsible for:	Boarding students

Accommodation is provided in Johnson House. The matron will be expected to work two shifts per week plus one weekend/one Sunday night in three in accordance with the published weekend duty rota.

General Responsibilities:

- To assist with and contribute to the supervision and care of the boarders, with particular responsibility for the health, clothing and general well-being of those in the Houses.
- To support the SHPs in implementing the aims and objectives of the school in accordance with the School Improvement Plan.
- To undertake any other responsibilities as may reasonably be required by the Headteacher.

Students

- To be responsible for the care and welfare of the boarders in the houses and to engender a feeling of respect and trust between boarders and the staff working in the houses.
- To provide for the well-being of the boarders. To provide a sympathetic presence in the houses, and to be sensitive to those who are having difficulties coping with school life; to liaise closely with SHP/HP and other staff concerning the progress and welfare of pupils.
- To be responsible for the care, supervision, cleanliness and presentation of students, co-ordinating and liaising with other staff as necessary.
- To be aware of the school uniform requirements of students, and to ensure that students have all items they require; to be responsible for the good standard of clothing of students, arranging for clothing to be sent to and returned from the laundry; arranging for appropriate repair of clothing.
- To be pro-active in the supervising the students whilst they are in the boarding house and on the school premises. For example, at suppertime; prep time; bedtime and in preparing for school in the morning.
- To implement the positive behaviour policy to ensure that the students follow the house rules and if a sanction is given to a student, that it is adhered to.
- In association with the SHP, ensure all procedures re: signing out are adhered to and the whereabouts of each student is known in accordance with boarding practice.
- To be vigilant regarding the health, safety and emotional well-being of boarders, using the appropriate house systems to report near misses and flag up potential issues to the SHP/DSHP.
- To act as tutor to a small group of boarders, organise tutor group meetings and ensure that boarders' records of achievement are regularly reviewed and updated. To provide a written report for each member of the tutor group in line with the published report schedule

- To provide a weekly recreational activity or weekend trip for the boarders as part of the evening /weekend duty session; complete the appropriate risk assessment documentation and ensure risk assessments pertaining to any activity are regularly reviewed and updated. When undertaking an activity, ensure that the appropriate risk assessment has been read and is adhered to. If any additional hazard is identified, this must be reported and the risk assessment amended.
- In an emergency to follow the contact procedure as outlined in the critical incidents file.
- To utilise the boarding house administration system to ensure the health, safety, welfare and well-being of students.
- To take part in the induction arrangements for new students joining the school; to ensure that any settling-in problems are resolved.

Health and Medical

- In consultation with the SHP to supervise the issuing of medication and updating of medical records.
- In consultation with the SHP to make appointments at the doctor, dentists, opticians, hospitals as and when required.
- In consultation with the SHP to liaise with parents of boarders as necessary, concerning domestic, welfare and medical matters.
- In consultation with the SHP ensure parents/guardians are kept fully informed of any illness and absences from school of their child.
- To deal with routine medical appointments, escorting students as needed to the surgery or hospital.

Domestic Daily

- To support students with their organisation and readiness for school.
- To work with the cleaning company to ensure that dormitories and public areas in the houses are clean and tidy.
- To ensure that all defects reported by boarders/staff are quickly reported to the maintenance staff and action is taken to remedy any issue.
- As directed by the SHP to organise special post activity refreshments for the students on a weekly basis.

Domestic Termly

- At the end of term to work with the SHP to supervise the clearing up and cleaning of the Houses; to carry out a check on all bedding, furniture, fixtures and fittings, preparing a list of repairs and maintenance items required.
- At the end of a vacation, to work with the SHP to supervise the preparation of dormitories and bedrooms; to carry out a check on all furnishings to ensure that they are in good order, repairs carried out, that rooms are clean and presentable.
- As directed by the SHP, participate in the instruction and induction of domestic staff allocated to work in the House, following any administrative arrangements made by the Premises Manager (PM)

General

- To take part in staff performance management on an annual basis.
- To undertake professional development training as required.
- To take part in appropriate staff cover arrangements.
- To attend House staff meetings when required by the SHP
- To be familiar with the School's code of practice for Child Protection and other policies contained within the Staff Handbook.
- To carry out such other related duties as may be required from time to time by the Head or SHP, subject only to the provision that such duties shall fall within the general aim of the post.
- To contribute to and ensure that the aims and objectives of the Boarding Development Plan are implemented.

Note: North Yorkshire County Council staff contract

Teacher Training Days

Boarding staff are required to be on duty when boarders return to school at the start of term, which on occasions, coincides with teacher training days. On such days, the boarding staff are required to undertake their regular boarding duty which normally commences at 4.00pm.

Exeat weekend (May Bank Holiday) and Sunday evening beginning of a new term

The first bank holiday in May coincides with a boarders' exeat weekend. Boarders return to school from 4.00pm on the Bank Holiday Monday. The Bank Holiday Monday and opening of the boarding houses which corresponds to a Sunday evening will form part of the published shift rota for boarding staff.

Additional hours

If a child was ill or needed to go to hospital outside the shift pattern, extra hours would be available. The hours would be paid at the normal rate of pay

This job description will be reviewed annually.

Signed
Signed
Date

Postholder
Headteacher