**JOB DESCRIPTION**

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| **Job Title** | Matron / Assistant Houseparent |
| **Salary** | £20,000 |
| **Hours** | 6 days per week including on-call duties.  Allocated time off is alternate weekends plus one 24 hour period per week. |
| **Contract Type** | Permanent |
| **Full Time / Part Time / Term Time Only / Casual** | Term Time Only plus one day prior to the commencement of each term and one day following the end of each term |
| **Pro-rata Salary (if applicable)** | N/A |
| **Residential / Non-Residential** | Residential |
| **Teaching / Support Contract** | Support |
| **Start Date** | 1 January 2019 |
| **Line Manager** | Head of Pastoral Care / DSL / Housemistress |
| **New / Existing Role** | New |

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| **Background:** |
| The ethos of The Yehudi Menuhin School is all about family. Our specialist music school is truly unique and each one of our pupils should be provided the best opportunity to grow and develop their independence within a nurturing, supportive and caring environment. We achieve this through our empathetic approach and with clarity, consistency and fairness. |

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| **Job Scope:** |
| The job holder is required to apply their knowledge in a fair and practical way, always ensuring that the pupils’ best interests and safeguarding needs are of paramount importance. The job holder will work to agreed pre-defined standards such as ISC, National Minimum Standards, BSA etc and will contribute to the ongoing development of internal policies, procedures and practices. |

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| **Job Purpose:** |
| Proactively seeks to create a warm family atmosphere and establishes a strong rapport of trust with pupils and colleagues.  Provide pastoral care and support for residential pupils, ensuring that their health and safety, physical, social, emotional, medical and mental wellbeing is properly cared for.  To ensure all school policies are implemented consistently and applied fairly for all residential pupils. |

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| **Key Responsibilities:** |
| * Ensure that the needs of all residential pupils within the Boarding House are met including safeguarding, health and safety, physical, social, emotional, medical and mental wellbeing. * Any safeguarding concerns are identified and reports to the DSL / Deputy DSL in accordance with the school policies. * Liaising with Housemistress and colleagues all procedures and standards of behaviour are maintained consistently and any actions identified are taken promptly to address areas of concern. * Ensure all pupils are woken and dressed appropriately, personal hygiene and standards of appearance are met and ready to commence to the school day in a fit and proper manner, on weekdays and including weekends. * Supervise the changing of bed linen on a weekly basis and manage laundry effectively. * Check pupil belongings to ensure all essential items are provided and labelled correctly. Carry out repairs to clothing as required. * Draw up cleaning and laundry rota’s for pupils’ clothes and bedding. * Maintain a good standard of tidiness in the pupils’ personal areas and in the Music House. * Assist pupils with packing / unpacking at start / end of term and when participating on tours. * Escort younger pupils, as directed by Housemistress / Housemaster to and from meals, rehearsals and concerts etc. * Accompany and supervise pupils at breakfast and evening meals, monitor and promote good eating habits, table manners and social skills. * Administer prescribed and over the counter medication for residential pupils, keeping accurate records and informing Housemistress / Housemaster and school nurse * Accompany residential pupils for all external appointments including doctor, dentist, etc and act in loco parentis. * Supervise and support pupils in music practice and private study periods and attend lunchtime and evening concerts, including taking registers. * Support other boarding staff with arrangement of and attendance to external activities. * Locate pupils absent from a timetabled lesson or activity and record absence or follow up appropriately. * Manage and co-ordinate all travel and transport arrangements as required. * Report any maintenance requirements to Estates Management and follow up activity as required. * Liaise with Catering Manager to ensure dietary needs of residential pupils are met and arrangements made for children attending extra-curricular activities. * Complete final rounds, lights out supervision when on duty including the setting / disabling alarms to ensure full and proper security of pupils and buildings. * Drives minibus? * Attend all House Meetings, Staff meetings and training events and school functions and events (which may be held off-site) as directed. * Compliance with all school policies * Undertakes all reasonable duties as directed by Line Manager / Leadership Team. |

**Person Specification – Matron / Assistant Houseparent**

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| **Education and Qualifications:** | **Essential** | **Desirable** |
| Maths & English GCSE or equivalent | X |  |
| First Aid at Work |  | X |
| Registered Nurse / Healthcare Assistant |  | X |
| Clean driving licence and eligible to drive school mini bus |  | X |
| **Skills and Experience:** | | |
| 2 years’ experience within a Boarding School |  | X |
| Experience of working across an age range of pupils |  | X |
| Evidence of working with multiple priorities |  | X |
| Evidence of resolving conflict |  | X |
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| **Personal Characteristics:** | | |
| Empathy | X |  |
| Strong communicator | X |  |
| Builds rapport quickly | X |  |
| Credibility | X |  |
| Establishes trust | X |  |
| Ability to remain calm | X |  |
| Appreciation and respectful of other cultures | X |  |
| Adapts to changing priorities | X |  |
| Collaborative and supportive | X |  |
| Organised | X |  |
| **Other:** | | |
| Enhanced DBS check | X |  |

Shortlisted candidates will be assessed using:

* CV
* Completed application form
* Covering Letter
* Competency Based Interview
* References
* Documentary Evidence
* Medical Questionnaire
* DBS
* Scenario based activity

Prepared on 5 Nov 2018

Review date: Jan 2020