

JOB DESCRIPTION

Job Title	Resident Matron
Department	Matrons
Function	Pastoral
Reports to (Job Title)	Housemaster (Hm), School Field
Location	Rugby School, UK, School House

JOB PURPOSE

The Resident Matron role is to work with the Housemaster (Hm) to create a secure environment in which boarders are encouraged to flourish. In line with the School ethos, “The Whole Person the Whole Point”, a Matron will provide a safe, calm, well-organised home for the students in their care.

Resident Matrons are required to reside in the Boarding House accommodation during term-time and will be ‘on call’ for five nights per week with an additional sixth night as second-in-charge.

KEY RESPONSIBILITIES / ACCOUNTABILITIES

The job purpose should be achieved through an understanding of the developmental stages through which teenagers progress and with an empathetic approach towards the students, balancing a friendly and often informal dialogue while maintaining a professional manner.

The main responsibility of the role is the pastoral wellbeing of students, which includes their physical, social and emotional wellbeing.

In addition, the following key responsibilities must be met:

- An understanding of and a commitment to adhere to Rugby School’s policies and procedures, in particular in relation to any concerns about safeguarding and student welfare, with a focus on an understanding of the National Minimum Standards for Boarding Schools.
- Being available to students individually, to listen to concerns and share knowledge with appropriate staff to create a holistic detailed profile of the students and to raise concerns as appropriate using the School’s reporting systems.
- Being available to provide support and strong guidance for new students joining the House.
- Being vigilant about the wellbeing and behaviour of all students, for example assisting with supervision of meals when on duty, ensuring that the students keep the House tidy and that their uniform and clothing is in a good state of repair.
- Ensuring the electronic register is kept up to date and accurate on a daily basis.
- Strong IT skills and proficiency in Microsoft Office applications.

- Using IT based communications for both internal and external correspondence, retrieving and creating electronic records and maintaining confidentiality and secure storage of students' personal information in line with the School's Data Protection policy.
- Assuming overall responsibility for students' medical needs, including those unwell in House, as and when required.
- Liaising with the Sanatorium staff over the medical needs of students, including accurate recording of medical information in line with School policies, as and when required.
- Ensuring adherence to the School's Administration of Medicines policy, in line with the Medicine in Social Care document.
- Responding to medical emergencies and the need for hospital visits as well as accompanying students to routine appointments.
- Assist as required with the recording and coordination of the students' travel arrangements for each holiday period.
- Attending and supporting students when they are taking part in any House or School co-curricular activity.
- Developing strong relationships with parents, exchanging information as appropriate, both verbally and electronically.
- Assisting with the hosting of visitors, including prospective parents and students.
- Developing a good working relationship with the Non-resident Matron. Promoting a positive team approach with a detailed handover with clear information concerning the well-being of students.
- Working in conjunction with other House staff to organise the key events in the House year, including Christmas lunch, House Play, Speech Day and any social events organised within the House.
- Achieving a sound working relationship with the School body. In particular, liaising with the Estates Department, the House handyperson, the cleaning department and the catering team, to ensure the smooth running of the House and its maintenance.
- Ensuring the House is always adequately staffed, using the bank matron system as appropriate.
- Attending Matrons' meetings and any other meeting or training session as required by the School.
- Keeping up to date with training requirements and participating in performance reviews as required by the School.
- Undertake such other reasonable duties from time to time as the School may reasonably require.

A Resident Matron should be a highly reflective practitioner, who strives to improve their practice, enhance their knowledge with ongoing training in boarding management, pastoral and safeguarding to benefit their students' wellbeing. They should exhibit the following attributes: enthusiasm, resilience, flexibility, approachability, kindness and a sense of humour.

All staff, contractors, volunteers have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

The shift pattern for the Resident Matron is the following and amounts to **46 hours per week**:

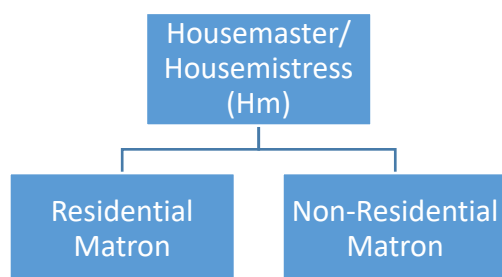
	AM	PM	BEDTIME	BREAK
Monday		13:30 to 18:15	21:00 to 22:30	
Tuesday	7:30 to 14:30		21:00 to 22:30	30-minute unpaid break
Wednesday	7:30 to 14:30		21:00 to 22:30	30-minute unpaid break
Thursday	DAY OFF			
Friday		14:00 to 18:15	21:00 to 22:30	
Saturday		12:00 to 23:00		1-hour unpaid break
Sunday	8 hours during the day - flexible, by agreement with the Hm			

There may be occasions when flexibility and the willingness to help beyond these times will be required. This will be managed in consultation with the Hm.

RELATIONSHIPS

Internal	External
Housemaster (Hm) Deputy Hm Senior Matron Deputy Head, Pastoral House Tutors Resident & Non-resident Matrons Pastoral Assistants Visiting staff Operations Manager Students Cleaning Services Manager, Cleaning Supervisor & Cleaners Catering staff Handypersons & Estates' Department staff IT department staff	Students' Parents and Prospective Parents External maintenance contractors Delivery persons

ORGANISATION CHART



PERSON SPECIFICATION

	Essential	Desirable	Method of assessment
Qualifications	First Aid – First Aid at Work or Emergency First Aid. Full UK driving licence.	English and Maths GCSE/O Level BSA Certificate in Boarding Practice – Pupil Welfare and Support, or willingness to undertake it. Access to own car.	Production of the Applicant’s certificates. Discussion at interview. Independent verification of qualifications.
Experience	Experience of working as part of a team. Previous interactions with children or young adults.	Worked with children (13-18) in an educational situation. Supervisory experience – organising and leading a team.	Contents of the application form. Interview. Professional references.
Skills	Good IT skills. Good organisational ability. Flexible approach to work. Resourceful and able to multi-task. Able to communicate well with a range of people.	Previous experience of using a computer in a work setting. Understanding of prioritising and managing tasks.	Contents of the application form. Interview. Professional references.
Knowledge	An understanding of child development.	Understanding of Rugby School and its boarding environment. Experience of leading a team. Knowledge of teenage developmental stages.	Contents of the application form. Interview. Professional references.

		Safeguarding experience/training.	
Personal competencies and qualities	<p>Motivation to work with children and young people.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Emotional resilience in working with challenging behaviours.</p> <p>Positive attitude to use of authority and maintaining discipline.</p> <p>Ability to remain calm under pressure.</p> <p>Approachable.</p> <p>Enthusiastic and responsive to change.</p> <p>Awareness of the importance of confidentiality.</p>	<p>An appropriate sense of humour.</p> <p>Common sense.</p> <p>Calm and cheerful disposition.</p>	<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>