

<b>Role Title:</b>	<b>Assistant Housemistress/House Matron (Moulton House)</b>
<b>Location:</b>	<b>The Leys School</b>
<b>Responsible to:</b>	<b>Deputy Head (Pastoral Care), Housemaster (on day-to-day issues)</b>
<p><b>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b></p>	
<p><b>Main purpose of the role</b></p> <p>This role is to provide pastoral care and guidance to approximately 20 girls and boys (aged 11-13) in one of our junior boarding house (Moulton House). You will be working closely with the Housemaster and House Team, to ensure a warm, purposeful, and pleasant atmosphere and routine within the House.</p> <p>In order to facilitate the efficient day-to-day management of the House, the Housemaster and Assistant Housemistress/Matron will be required to communicate effectively and work closely together especially in matters related to pupil welfare.</p> <p>The Assistant Housemistress/Matron will be provided with a self-contained flat in the boarding house. You will be an important part of the school's residential community and as such you will be resident during term time.</p>	
<p><b>Terms of contract:</b></p> <p>As Matron, you will be expected to be available to deal with both routine matters and emergencies as they arise during the week (during published school term dates). You will cover one duty night per week including supervising prep time and cover 4 'take overs' (taking care of the house overnight) each week. You will also be on duty every other weekend during term time.</p> <p>You will be required to work 5 days during the published school holiday dates (typically at the beginning and end of term), and these dates will be agreed with you in advance. During the school holidays you will not otherwise be required to be present or resident at the school.</p>	
<p><b>Main duties and responsibilities</b></p> <p><b>Health &amp; Welfare:</b></p> <ul style="list-style-type: none"> <li>• To foster a warm, homely, welcoming, and encouraging atmosphere.</li> <li>• Be the first contact for health problems and First Aid for the pupils within the boarding house, dispensing medication and the correct recording of this on the Medical Database in a timely and accurate fashion and in conjunction with the Medical centre.</li> <li>• Notify pupils of any medical and dental appointments they may have and accompany them on such trips.</li> <li>• Provide pastoral care to the pupils within the boarding house and communicate with the boarding house team.</li> <li>• Communicate with parents in conjunction with the Housemaster as required.</li> <li>• When on duty attend meals and encourage sensible eating and sociable behaviour</li> <li>• Assist with registration when on duty and the housemaster is off duty.</li> </ul>	

## **Emotional Wellbeing of Pupils:**

- Contribute to an atmosphere of warmth and openness in the house.
- Be available for 'tea and sympathy' at key times.
- Maintain a library of information on health and emotional issues.
- Promote healthy living and raising the understanding of health initiatives and awareness days eg mental health week.
- Take an interest in the pupils' lives and extra-curricular activities
- Encourage good manners, politeness and respect amongst the pupils and ensure they take a pride in their appearance.

## **Supporting the Housemaster:**

- Attend tutors' meetings as required.
- Assist at house functions.
- Be available at the start of term to meet pupils and parents.
- Cover for Housemaster when they are away including attending roll calls and cover when they are not available.
- Ensure National Minimum Standards (NMS) are checked and followed.

## **Start and End of Term:**

- Ensure house is in order for pupils' termly arrival.
- Reside in house at the end of each term to oversee the close down process and for the Easter and Summer Terms to oversee preparation of the house for the Charity commercial letting programme.
- Supervise where necessary the packing/unpacking and checking of pupils' clothes.
- Assist with arrangements for those pupils who live overseas.

## **Departmental**

- Work in conjunction with the housekeeping team to ensure daily standards in house.
- Responsible for the ordering and safe keeping of supplies from the Medical Centre and Catering Department.
- To assist Medical Centre with occasional ad-hoc functions
- Ensure the safe storage of medicines in the boarding house and proper procedures are in place for their distribution.
- Responsible for regular checks of the boarding house, including pupil tidiness, wear-and-tear of the fabric of the building and to requisition repairs when necessary.
- Report promptly any accidents, complaints or untoward occurrences to the Housemaster and/or House Keeping Team.
- Ensure that your own knowledge of health and safety requirements, as relevant to your department's activities, is up to date.

## **Laundry and Uniform**

- Responsible for the general daily care of the pupils' uniform.
- Working with the pupils and their families assist with issuing, re-sizing, repairing, and re-labelling of the school uniform.
- Supervise the pupils in the correct laundry system in place in the boarding house.

## **Other**

- Assist in the management and execution of projects, as required.

- Attend any training or Insets as required to assist in carrying out your duties and to comply with current school policies.
- Comply with any health and safety instructions or information given by the HR team or the Compliance Officer concerning safe practice and methods of work.
- Complete a regular Risk Assessment of the day and boarding houses.
- At all times to observe the requirements of the General Data Protection Regulation as these apply to your post.
- Carry out your duties having due regard to maintaining the confidential nature of the work and business of the Leys School.
- Help foster and enhance an environment that is conducive to inclusivity, equality, and diversity.

## **Safeguarding responsibilities**

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

## **General Tasks**

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.

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- To undertake any other reasonable associated request from the Deputy Head (Pastoral Care), Head/Bursar, or other senior member of SMT as appropriate.

Signature:

Date:

**The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.**

## Person Specification

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Person Specification	Essential	Desirable	Method of Assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Appropriate Emergency 1<sup>st</sup> aid certificate (or willingness to attend training)</li> <li>• Good level of overall education</li> </ul>	<ul style="list-style-type: none"> <li>• Driving licence</li> <li>• First aid training for children &amp; young people</li> </ul>	<ul style="list-style-type: none"> <li>• Production of the applicant's certificates</li> <li>• Discussion at interview</li> <li>• Independent verification of qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience in a similar role, or within nursing or a residential educational setting</li> <li>• Able to work independently and without supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a team</li> <li>• Ability to supervise others</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Able to work well under pressure and with competing priorities</li> <li>• Good IT skills and administration competency</li> <li>• Excellent communication skills</li> <li>• Ability to build rapport with pupils &amp; parents</li> </ul>	<ul style="list-style-type: none"> <li>• Patient, calm, emotionally resilient</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent understanding of safeguarding issues and young people</li> <li>• Good understanding of the boarding experience</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>