



BARNARD CASTLE SCHOOL

Resident House Matron (Senior School)



INFORMATION FOR APPLICANTS

Welcome from the Head of Boarding

Dear Candidate,

There is an excitement around boarding here. Recruitment of boarding pupils at Barney has grown significantly over recent years both from within our own school community and from areas beyond the locality, including the international community.

The House system at Barney forms the bedrock of our pastoral care; the four Boarding Houses and five Day Houses compete fiercely across a wealth of competitions and activities, spanning sports and the arts, to ensure they are the House that 'Nails Up' in true Barney tradition at the end of each term. Despite this healthy competition, close relationships are at the heart of our community. This is never more evident than within our Boarding Houses, and our Matrons are an integral part of the pastoral teams supporting our Boarders.

Our two Senior Boys' Boarding Houses exist under one roof and form an environment that pupils aspire to part of; it is one of warmth and nurture, enthusiasm and House spirit and, overwhelmingly, a sense of family.

We envisage the successful candidate becoming a valued member of this pastoral team; someone who understands Boarding, what it means to be a Barnardian and who is going to help us in our desire to provide a sector-leading Boarding experience.

With kind regards,



Peter Lavery

HEAD OF
BOARDING

The History of Barnard Castle School

Barnard Castle School has its roots in the medieval past and its eyes set firmly on the future. The school traces its origins back to the nearby Hospital of St John, which was an educational and religious community established by John de Balliol in 1229. He was also the founder of Balliol College in Oxford and his passion for learning remains central to our philosophy today. In 1883 with a gift from Benjamin Flounders, a Victorian philanthropist, and the proceeds of St John's Hospital, the present main School building was constructed. Tony Jackson, the School's tenth Headmaster, was appointed in September 2017 as "Barney" embarked on an exciting new era.

The School

'When you are steeped in little things, you shall safely attempt great things'

This motto perfectly sums up what **Barnard Castle School** - or 'Barney' as it is affectionately known - aims to do in preparing its pupils for life beyond its doors. Through creating an inspirational, compassionate and unpretentious environment, Barney aims to develop young adults with character. Our staff believe that our pupils should be confident, resilient, intellectually curious, tolerant and driven, with an undercurrent of humility, and are prepared to live, embrace and lead in an ever-changing world.

'Parvis imbutus tentabis grandia tutus'

The School has a genuine warmth amongst its **720 pupils** and **180 staff**, which fosters a strong sense of community and endeavour. It is highly unusual to find a school where pupils from Year 9 and Year 11 sit at a table for lunch together sharing a conversation, discussing their latest sports fixture or drama rehearsal. However, this attitude is ingrained in a Barnardian from very early on. The co-educational and cross-year group atmosphere starts in the journey from the Preparatory School (ages 4-11) right through to the state-of-the-art bespoke Sixth Form Centre in the Senior School (ages 11-18). A Barney pupil is quick to make someone else feel at ease, whether that is through simple encouragement or a warm smile.

Whilst we are extremely proud of what our pupils achieve academically, we also recognise the importance of preparing the next generations for an evolving and increasingly competitive global marketplace. To do this, we focus on developing the individual character of every child, and during their journey with us, we aim to cultivate vital life skills through building relationships amongst the pupil body and teachers alike. Each pupil has a dedicated Tutor who meets with them several times a week to discuss anything from pastoral issues to academic progress.

We want our pupils to develop a balanced mindset for life. This requires confidence, resilience and compassion, all built up over a period of time, and in a variety of ways, both within and beyond the classroom. It also requires that most important quality: humility. At our core is an unpretentious and humble outlook, and it is this combination of confidence and humility that allows our pupils to light up a room.

We want staff who believe in our purpose as educators and are proactive in immersing themselves in school life during term time. We would like them to role model the qualities we hope to install in our pupils throughout their journey from the Prep School through to the end of the Sixth Form. Teachers are expected to take part in the extensive extra-curricular "Mind, Body and Soul" programme that runs between 4pm and 5pm and can choose to offer an activity that they are passionate about. We believe in fostering lasting relationships and contact time with pupils outside the classroom is what makes the Barney difference.

The School (cont'd)

The School is situated in its own extensive grounds on the outskirts of an historic market town, recently noted as being the safest in England, in an area of outstanding natural beauty. It is well-resourced and enjoys an enviable reputation for its pupils' achievements on a broad variety of fronts. It is also in proximity to and enjoys close relationships with departments in the universities of Durham, York and Newcastle.

Continuous improvement and investment have produced a number of new buildings, including the MacFarlane Building which houses Physics and Computer Science, the Atha Fitness Centre, an extension to our Prep School including a new Science Lab, and the new purpose built Sixth Form Centre.

Further details about Barnard Castle School may be found in the Independent Schools' Yearbook and on the School's website www.barnardcastleschool.org.uk.

Our Vision

- To be viewed as the leading independent co-educational boarding and day school in the North of England.
- To foster the concept that 'Barney is for Life', imbuing a real sense that to be a Barnardian is something special and life-lasting.
- To make an impact: in Barnard Castle, County Durham and the wider world.
- To place the School in an even stronger position for future generations to enjoy all the benefits of a Barney education.

Our Purpose

- Through creating an inspirational, compassionate and unpretentious environment, we aim to develop young adults with character.
- They are happy, confident, resilient, intellectually curious, tolerant and driven, with an undercurrent of humility, who are ready and prepared to face, embrace and lead in an ever-changing world.



Job Description

Job Title:

RESIDENT HOUSE MATRON (SENIOR SCHOOL)

Reporting to:

DEPUTY HEAD (PASTORAL)

Purpose

The position of House Matron is one of significant importance and responsibility. The Matron has a special role in helping the HSM to create a happy and well-disciplined atmosphere throughout the House. The success of a Matron's appointment depends on the establishment of a harmonious relationship with the HSM, based on mutual trust. Working under the direction of the HSM, the House Matron is required to play a key role in the pastoral care of all the pupils in the boarding house on a day-to-day basis, with particular responsibility for the physical, social and emotional well-being and presentation of the pupils in the House. Ultimately, the objective of the House Matron is to play a significant role in establishing a 'home away from home' environment in which the boarders are at ease and are happy.

Overall Responsibilities

The following is a description of the responsibilities and duties of a House Matron. A list of expected responsibilities and duties can be neither definitive nor exclusive. Much depends on the way in which the House team works together. The expected responsibilities and duties, however, of a House Matron include:

- The Matron is a member of the residential House team, along with the HSM and Assistant HSM. The Matron is responsible for the pastoral care, health and welfare, and health education of the boys/girls in the House. There are other non-residential members of the House team which include House Tutors.
- The Matron reports directly to the HSM on all matters relating to the welfare of pupils and the fabric of the House. The Matron ensures that the right care is given to the pupils and monitors their well-being at all times. This is done by facilitating and contributing to the various routines of the House, which seek to promote the confidence of the pupils within a happy atmosphere. These routines encourage high standards of dress, cleanliness and respectful relationships with staff and fellow pupils.
- The Matron should be an approachable, kind and friendly person who is available to all pupils without discrimination or favouritism. It is the nature of the role that pupils may confide in them from time to time and the Matron will need to listen and exercise sound professional judgement. This will require a caring attitude in line with understanding of the principles of confidentiality and information sharing, so that matters can be dealt with as they arise while the welfare and happiness of the pupils in the Matron's care is ensured. To this end, Matrons make themselves available for training courses and professional development, in accordance with the INSET programme structured by the Head of Boarding and the Bursar.
- A Matron's role is to participate fully in the life of the House. Consequently, each Matron is welcome to attend all meals and is encouraged to eat with pupils. Attendance at House matches, helping with House plays, supporting concerts and being an integral part of social events in the life of the pupils will form part of daily life. This involvement helps develop a positive and supportive relationship with the pupils, who appreciate and draw courage from their Matron's interest in and encouragement of their various activities.
- A Matron should establish close relationships and good communication with parents, taking an early opportunity to do so at the start of a pupil's career at the School, and being available to talk to parents, especially at the beginning and end of every term, half term and at exeat weekends, or when it is likely that parents will be visiting for matches, concerts, plays, etc.
- Although the role is not primarily a disciplinary one, the Matron must uphold the authority of the House Master, the School and the application of the School's rules and policies, with which they should be well acquainted. The Matron plays a crucial part in ensuring continuous adult supervision of the pupils.
- The Matron coordinates pupils' travel arrangements to and from School, for example ordering taxis to or from airports or mainline railway stations via the transport secretary.

Duties

General Welfare

1. To be responsible, in conjunction with the HSM, for the pupils' general welfare, health and presentation.
2. The Matron will be expected to help new pupils to settle in and to look after all pupils in the house, both on a day-to-day basis and in helping them individually to cope with any crises in their lives. This will involve listening to their problems over a wide range of issues. A Matron is expected to help the HSM to create a friendly and happy atmosphere in the house. A Matron will also often be a point of contact with parents.
3. The Matron is expected to ensure that the pupils are well turned-out and appropriately dressed.
4. The Matron should be monitoring the behaviour of pupils within the house, both good and bad, and alert the HSM to both types.
5. The Matron is expected to assist the HSM on "social" occasions and in entertaining pupils.
6. The Matron is expected to support the pupils in their everyday activities where possible, watching them in sports, music, drama etc.
7. With the recognised importance of the Children's Act and National Minimum Boarding Standards for Boarding Schools, the role of the Matron on the pastoral side is of vital importance. It is expected that the House Matron will undertake continuing professional development with a focus on formal qualifications from the Boarding School Association. A Matron is expected to be aware of child protection procedures in the school and will undertake compulsory training annually.
8. The Matron should monitor pupils' daily routine (including punctuality, meal attendance and diets) to help the pupils meet expected standards. Matrons, either individually or in coordination with each other, provide a first-aid presence at House matches during sports afternoons.

Health

1. To assess illness, then to deal with minor problems and to refer to the School Nurse at the Medical Centre all other medical matters, in accordance with the advisory notes issued by the school Doctor.
2. To arrange physiotherapy and medical appointments and to accompany and transport pupils as necessary.
3. To act as a first aider in the event of a medical emergency in the House, liaising with the School medical staff and external organisations, and to take emergency cases to hospital where appropriate.
4. To keep in-house medical files up-to-date and ensure that the absences list is accurate.
5. To communicate effectively with HSM, Assistant HSM and parents where necessary.

Housekeeping

1. To ensure that there is a clean and pleasant environment in the House throughout the term. S/he works with the Domestic Services Management Team who are responsible for the cleaners and the standards the School requires.
2. To supervise the collection and redistribution of pupils' laundry. Liaising with the Domestic Services Management Team to ensure that the pupils' personal clothing and items throughout the House (like curtains) are kept in good repair and are named.
3. To liaise with the HSM in ensuring that satisfactory and safe standards are maintained in the House, including reporting any necessary repair or maintenance work to the Maintenance Team.
4. To be in charge of securing pupils' rooms at the end of term and at half terms. This could involve preparation if the House is being let out during the holidays or for clearing up after refurbishment work.
5. The matron liaises with the HSM on necessary reports and improvements to the furnishing, furniture and fabric of the House.

Other:

1. The Matron should be familiar with the School's health and safety policies as they relate to boarding Houses and assists the House Master in implementing them.
2. The Matron should be familiar with the fire-safety procedures of the House as sometimes they are the responsible person on site in the event of an alarm or fire.
3. The provision made by the School for the welfare of boarders is regularly inspected by the ISI. Matrons play a vital part in implementing and exceeding the requirements of the National Minimum Boarding Standards, and the Matron should be aware of these.
4. The Matron is required to own, insure and drive a car so as to be able to accompany pupils to hospital or similar. The School provides additional 'occasional business use' motor insurance cover (details of which are available from the Bursar). Mileage will be reimbursed in accordance with HMRC's Fixed Car Profit scheme. Copies of MOT certificates should be given to the Bursar.

Support

The Matron will be appraised by the HSM on an annual basis, but routine communication will be ongoing. Professional development is encouraged and will be discussed as part of the Performance and Development review. The Matron will be provided with a self-contained flat in the boarding house to which they are attached. They are an important part of the School's residential community. House matrons are residential during term time.

Hours of work

It is not possible to lay down specific hours of work to cover emergencies, such as a pupil's illness during the night, but in general a Matron is expected to be available to deal with both routine matters and emergencies as they arise. There will be times of extreme activity and pressure as well as times that are less busy. One full day and evening off per week is granted during term time, which is decided between the House Master and Matron. All Matrons are on duty over weekends.

Holidays

School holidays can usually be taken in their entirety except for the requirement to work for a minimum of two working days before the start of each term and two days after the end of term, together with the domestic staff, in order to clean and prepare the House for use by the pupils or for a holiday let. Any adjustment should be agreed with your HSM.

Person Specification

	Essential	Desirable
<u>Education and qualifications</u> <ul style="list-style-type: none">- A good general education- Driving licence (and preferably own car)- Food hygiene certificate- Emergency first aid certificate- Level 2 safeguarding child protection qualifications	<ul style="list-style-type: none">✓✓✓✓✓	
<u>Experience</u> <ul style="list-style-type: none">- Boarding School Matron- Nursing- Residential care- Experience in an educational or medical environment- General office administration- Working as part of a team- Working unsupervised and on own initiative- Working with children out of their home environment- Working at a supervisory level	<ul style="list-style-type: none">✓✓✓✓✓✓✓✓	<ul style="list-style-type: none">✓✓✓✓✓✓
<u>Skills</u> <ul style="list-style-type: none">- Good verbal and written communication skills- Ability to work well in a team- Ability to supervise domestic staff- Ability to work quickly and calmly under pressure- Ability to prioritise and manage own work- Ability to offer a high level of pastoral care to pupils- Proficient IT skills	<ul style="list-style-type: none">✓✓✓✓✓✓✓	
<u>Personal qualities</u> <ul style="list-style-type: none">- Ability to motivate and work with pupils- Ability to develop a culture of mutual respect with pupils- Emotional resilience- A caring disposition and an empathy with and understanding of young people- High level of discretion- Patient, unflappable, flexible and adaptable- Good manner with parents and guardians, and other staff- A good sense of humour	<ul style="list-style-type: none">✓✓✓✓✓✓✓✓	

The school is committed to safeguarding and promoting the welfare of children. All adults in the School community are expected to follow its child protection procedures.

Recruitment Process

Barney Application Process:

If you feel that you can meet the above requirements, then please submit a letter of application along with the Barnard Castle School application form to the Bursar. Only applications containing the requested information will be considered.

Applications should be sent to:

Mrs S M Metcalf

Bursar

Barnard Castle School

County Durham

DL12 8UN

Phone 01833 696098

Fax 01833 638985

E-mail hr@barneyschool.org.uk

Closing Date

Applications will be considered on receipt

Interviews

TBC

Information about Interviews:

Applicants should read carefully the application procedure – guidance for applicants, Policy on the Recruitment of Ex-offenders and the Disclosure policy and the Safer Recruitment policy.

Barnard Castle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service.

Barnard Castle School is an equal opportunities employer.

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PARVIS IMBUTUS

TENTABIS GRANDIA TUTUS

WWW.BARNARDCASTLESCHOOL.ORG.UK