

**Application Pack**

**For post of Part Time Matron**

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**APPLICANT INFORMATION PACK**

1. Brymore Academy - Background Information
2. Bridgwater College Trust information
3. Letter
4. Job description
5. Person specification
6. Terms and Conditions



**BACKGROUND INFORMATION**

Brymore is a state boarding academy for boys situated in its own beautiful grounds of 60 acres in Cannington, near Bridgwater. In 1951 Somerset County Council purchased the estate at Brymore for £6,600 and following extensive repairs and alterations it was opened as a Secondary Technical School in September 1952 for boys aged 13 -17. Today, Brymore is a sponsored academy and is part of the Bridgwater College Multi-Academy Trust. From September 2014, the academy extended its age range to admit boys from the age of 11 and we reached capacity in September 2015.

Brymore is at an exciting period in its history. There has been a rapid rise in examination results over the past four years with Brymore moving from the bottom 5% nationally to the top 5% in value added terms. Maths and English have achieved value added scores placing in the top 15% of the country with DT results also exceptionally high. There has been considerable investment with £7 million going into new buildings - £3 million into new boarding houses which opened in January 2009, over £1.5 million into new classrooms and laboratories which opened in September 2008, a further £2 million refurbishment project of the main boarding house and over £0.5 million in a new dining hall and kitchens, which opened in April 2015. It is a delightful and special place to work with young people and we are now over-subscribed.

The four corner stones of the Brymore experience are the farm, gardens, workshops and sport - plus, of course, the fact that it is a boarding school. Brymore has excellent facilities. It has a 110 acre farm including its own dairy herd, beef, pigs, sheep and chickens. It has extensive horticultural facilities including a one acre walled garden, glasshouses and each boy has access to his own plot. We have three workshops, a forge and a CAD/CAM room so that boys can work with a variety of materials. Boys enjoy a wide range of sports including the traditional rugby, hockey, cricket and athletics. They also have access to an outdoor pool, nine-hole golf course and driving range, activity centre and take part in country sports such as fishing and shooting.

There are currently over 272 boys on roll, as of September 2016 and the school is heavily oversubscribed, with a waiting list. 140 of the boys are boarders but even the out-boarders board when on a “duty” week. (This involves milking or feeding at 6.30 am, then School, then duties again at 4.00 pm). All the boys help on the farm and in the gardens. Up to half of the boys come from a land based background. As a State Boarding School parents pay modest boarding fees and the state pays for the education. We complete our 190 teaching days within thirty-two weeks by working a full day on a Saturday. This results in twenty weeks holiday per year.

The pastoral system at Brymore comprises three houses, Galsworthy, Taylor and Walker. Each has a Head of House and tutors who lead Vertical tutor groups. The rewards system is well established and is of great importance to the ethos of the school. We have an assembly four days a week, with two tutorials and the Saturday gathering is chiefly given over to the embodiment of the reward system - certificates and awards are presented along with sports results and items of good news. Each term the results of inter-house fixtures are added to merits, commendations, attendance and other data to produce the result for the FOBSA Trophy (Friends of Brymore School Association). Through this, and other means, we actively seek to reward each boy for their endeavour and skill. We do not give rewards for the sake of it, but the system is remarkably good at finding something to celebrate in each boy.

Brymore is also about student development as well as academic success, so the context is one of encouraging the best in boys who, frequently, have not thought of themselves as successful at school. We change that by finding out what they are good at, by building self-esteem and confidence and by encouraging them to live by our own three Rs - Resilience, Resourcefulness and Responsibility. We expect boys to be polite, courteous, to be able to hold a conversation and to mix well with people they do not know.

At present there are three classes in each year group of approximately 60 students, giving class sizes of 15-20 boys. Most boys study Agriculture, Horticulture and Resistant Materials/Engineering at Key Stage 4. However, we will also allow boys to meet the requirements of the English Baccalaureate and follow a more academic pathway should they wish. Results have traditionally been high in value added terms, with a number of departments performing in the top five in Somerset.

The school comprises of three boarding houses, each holding up to 50 students. Two staff are assigned to, and live in each house, with duty staff and assistant houseparents running activities and Prep in the evenings. A senior member of staff is always on call, including overnight. The Head of Boarding oversees the school’s boarding facility. Many activities are run in the evenings, so that boys are occupied at all times. Saturday afternoons are taken up with activities, including rugby, hockey, farm, gardens, golf, Duke of Edinburgh, photography and a cookery class. Many boys go home on Saturday evening, usually leaving a maximum of 40 boys who remain in on a Sunday before all boys return Sunday night/Monday morning.

The School has also undergone almost a complete change in Senior Leadership Team over the past five years and is making significant changes to improve the attainment of the boys. The focus is very much on Raising Achievement and we are proud of the consistently high value added scores produced by the boys. In 2015 Ofsted rated the school as ‘good’ in all areas and highlighted leadership as a strength, in recognition of the rapid progress and pace of change. Results at the academy have improved exponentially, with good data and in many areas, outstanding achievement. Our Progress 8 score is currently 0.3, with no group of students gaining a negative score in any area. Meanwhile, the support of parents is exceptional, with 99% recommending the school in a recent Ofsted survey. As a member of staff you will get to know parents well through many of our functions held throughout the years such as the Harvest festival service, Christmas carol service, sports day and swimming gala.



Brymore Academy and Bridgwater College Trust

Brymore converted to an Academy in September 2013. This formed part of our drive to continually improve the future of the school, which opened in 1952 as one of the first ‘Technical Schools’ in the country. Our aim is to be a centre of excellence, both vocationally and academically, building on the legacy of the past, whilst delivering the innovative education of the future.

Brymore is part of the Bridgwater College Trust which consists of a group of schools, both primary and secondary, from the Sedgemoor area sponsored by Bridgwater College, who are working together to maximise effectiveness, and benefit from the support of the College and of each other. The Bridgwater College Trust plays a key role in challenging and supporting each Academy. It provides stability, direction and accountability, whilst enabling Brymore to play to its strengths. Our emphasis on traditional values and the development of resilience, resourcefulness and responsibility continues to be at the heart of all that we do. At the same time, the Academy structure provides us with an opportunity to work in partnership with Bridgwater College and other schools, share resources and expertise and strive to get the best for all our boys. We are able to draw on the skills and experience developed at Bridgwater College, through being rated as an ‘outstanding’ college by Ofsted for the past 12 years and the College is also able to offer support to the curriculum through the Cannington Centre, as well as the college as a whole. The School and College already have a working relationship and the Trust is enhancing the synergy between them. The distance between the School and the Cannington Centre means that there is huge potential to ensure best use of all resources. The College can provide support to develop teaching and learning, extend curriculum opportunities for the students and build partnerships for staff development.

Academy status gives Brymore the freedom to be innovative and creative with the curriculum, timetabling, staffing and governance. It is an exciting opportunity to build on recent successes and create an inspirational school that will transform learning, extend opportunity and raise expectations. We have the freedom to focus teaching and resources where improvements are really needed. Thus, we set the highest aspirations for student achievement providing a curriculum that is challenging, relevant, innovative and sufficiently flexible to engage pupils of all abilities. The Academy is responsible to the Academy Trust which ultimately answers to the Secretary of State for Education. The Trust provides a structural solution that helps to build capacity, providing opportunities for both staff and students. It is building on the improvements already made by strengthening governance, broadening leadership and management and providing a framework for long-term support.

Together we aim to build a Centre of Excellence, specialising in academic achievement, innovative technology and Land Based Studies.



June 2017

Dear Applicant

Thank you for your interest in the position of part time Matron at Brymore Academy. It really is a fantastic and unique place to work and I hope having read all of the information, and maybe visited us, you will feel it is the right school for you. If not, then I wish you luck in any future applications.

Brymore is about to enter the most exciting phase of its development, which I know sounds like spin for it has had a difficult time in the past, which is true, but I genuinely believe it has the potential to thrive and become one of the most successful academies in the country. The boys themselves make the Academy what it is, and you will find them polite, well-mannered and motivated to do well and I am also lucky to have loyal and hard working staff. The newly appointed governors and trustees have a wealth of experience and play an exceptionally active and supportive role within the Academy. The grounds, brand new teaching block and boarding accommodation, 110 acre farm, one acre walled garden, workshops, forge, outdoor pool and the excellent views of the Quantocks are all added bonuses.

I took over as Headteacher at Brymore in 2010, following the retirement of Malcolm Lloyd who had been at the school for seven years. He was responsible for £6 million worth of development, creating excellent facilities. In September 2011 I was able to appoint virtually a brand new leadership team, who embraced the challenge of transforming the school with vigour and enthusiasm. Vicky Davis is the Deputy Headteacher, in charge of teaching and learning/ curriculum; Luke Winter is Assistant Headteacher, responsible for Raising Achievement, Rebecca Jones is Assistant Headteacher and SENCO, Rob Watts joined the school in April 2012 and is Head of Boarding. Staff describe the ‘buzz’ of Brymore, the sense that we are moving forward, building our own future. In the last four years the school has moved from the 96th percentile for pupil progress to the top 5% of schools nationally. English consistently has the best progress in Somerset and is now in the top 15% of schools nationally, with Maths in the top 13%. Results in Agriculture, Technology, Science and Horticulture have also been outstanding.

This is a unique opportunity to join a successful team of staff with a proven track record of school improvement. I am looking for people with drive and determination, who demand high standards from themselves and others and who share my vision that there is no ceiling to the success that the boys at Brymore can achieve.

We are looking for a well organised, practical and understanding individual to join the Academy as a part time Matron. The post consists of working with the house parents to ensure the smooth running of the boarding house as well as overseeing the delivery of first aid to all the pupils in the school. Applicants should have a genuine liking for young people, warmth, patience, understanding, energy, a sense of humour, be practical and work well within a strong, supportive team.

You will need to be prepared to give up your time in and out of school if required, to focus on student welfare and wellbeing. You will be expected to take a lead alongside other boarding staff in ensuring all boys are in the best possible position to succeed and prosper throughout their time at Brymore. You should also have the potential to be an outstanding practitioner who consistently adds value to the students you care for, with a pupil centred approach.

If you wish to apply for this exciting post then please complete the application form, accompanied by a letter of application. The closing date for applications is Midday on Monday 3rd July 2017, and interviews are likely to take place the week beginning 10th July 2017.

Should you wish to visit the school at any time then please contact Mrs Julie Vearncombe at the School who can arrange a visit. If you wish to discuss any details regarding the position please feel free to contact Robert Watts (Head of Boarding) on 07912180117.

Yours sincerely



**MARK THOMAS**

**Headteacher**



**Brymore Academy**

Cannington

Somerset

TA5 2NB

Brymore is a State Boarding School for boys aged 11 – 17 set in its own 60 acre site with a working farm, gardens, workshops and sports facilities. The school is currently expanding and this is an exciting time in Brymore’s development.

**Part-time Matron**

**Required for** **September 2017**

**22.5 hours per week, 32 weeks per year (Term time only)**

**Monday 2.30pm – 9.30pm / Tuesday 2pm – 9.30pm / Friday 7.30am – 11.30am / Saturday 7.30am – 11.30am**

**Salary: Grade 13 (Point 17 to 21) £17,772 - £20,138**

 **Actual Salary Pro-rata - £7,527 – £8,529 per annum**

We are looking for a well organised, practical and understanding individual to join the Academy as a Part time Matron. The post consists of working with the house parents to ensure the smooth running of the boarding house as well as overseeing the delivery of first aid and pastoral support to all the pupils in the school.

We are looking for an outstanding individual to ensure the wellbeing of all the boys is at the heart of what we do, and to be part of a successful team.

Further details and application form for this post are available to download from our website [www.brymoreacademy.co.uk](http://www.brymoreacademy.co.uk)or email office@brymore.somerset.sch.uk or telephone 01278 652369. Please ensure you return this completed application form with your request for consideration for the post.

**Closing date: Midday on 3rd July 2017**

 **Potential Interview: Week beginning 10th July 2017**

**Brymore Academy is committed to safeguarding and promoting the welfare and safety of children and therefore this post requires a criminal background check via the disclosure procedure**

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**JOB DESCRIPTION**

Post: Matron (Part time)

Responsible to: Senior Matron (in first instance)

**GENERAL DUTIES AND RESPONSIBILITIES**

* Provide a high level of pastoral care for individual pupils through personal support and communication with Boarding Staff.
* To have a good understanding and awareness of the school’s code of practice for health and safety, and it’s policies and procedures for countering bullying, substance abuse and child protection.
* To be familiar with National Minimum Standards for Boarding Schools and ensure compliance with them.
* Assist with supervision of pupils within the school when required.
* Be available for cover for sickness of other Matron’s.
* Be available and flexible to accompany boys to hospital in event of emergency when on duty (which may on occasions run beyond working normal working hours for that day)

**MEDICAL DUTIES**

* Support senior matron on all aspects of medical provision.
* Provision of medical services to pupils and staff.
* Administering prescribed and over the counter medicines in accordance with school’s Medical Policy.
* Refer any medical matters to GP at Cannington Health Centre if any doubt or concern and liaise with Health Professionals at Health Centre.
* To respond to medical emergencies as well as routine appointments, escorting pupils as needed to Health Centre or hospital
* To attend to any ill pupils with in sick bay or houses and decide upon appropriate course of action.
* Ensure that appropriate pupil records are kept accurate, up to date and stored securely.
* Undertake counselling duties in respect of “homesick” pupils.
* Assist with the provision and monitoring of First Aid Kits throughout the school and for school trips.
* Prepare medical reports for Boarding Staff on a daily basis.
* Keep parents informed of any medical issues concerning their son.

**DOMESTIC**

* Arrange for laundering and repair of boarders clothes.
* Report any damage or breakages on school maintenance log.
* Prepare dormitories at the beginning of terms ready for boarders return and at the end of terms ready for any lettings in the school holidays.
* Organise team kits for sports matches.
* Advise re purchase of school uniform and sportswear.
* Oversee lost property.



**PERSON SPECIFICATION –**

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| **Factors** | **Essential** | **Desirable** | **How identified** |
| **Qualifications** | * Hold a valid driving licence with a good driving record
 | * Nursing qualification
* First aid at work certificate
 | Application formVerification and demonstration of knowledge at interview |
| **Professional Experience/ Knowledge and Skills** | * Evidence of continuing professional development
* Knowledge of how to maintain a safeguarding culture.
* Experience of working in health / medical sector.
* Capable user of IT.
* Management of medical matters relating to young people, including the management of prescribed and non-prescribed medicines.
* Ability to make sound judgements on standards of provision and provide quality feedback.
 | * Experience of working with colleagues from other schools
* Proven success working with young people.
* Knowledge of current legislation and guidance in relation to working with, and protection of children and young people.
 | Application formSelection procedureInterview questionsPerformance in selection methodsInterview by demonstration of ability to display knowledge and skillsReferences |
| **Personal Qualities** | * Good communication skills
* Flexible in approach to all work undertaken; be able to multi task
* Ability to relate to students and adults at all levels
* Approachable, sensitive with excellent interpersonal skills
* Empathy and positive regard for young people.
* Attentive to detail
* The need to understand confidentiality
* Ability to work as part of a team
* Excellent Telephone manner: pleasant, approachable
* Have a patient and reassuring manner.
 | * Sense of humour
* Belief in the value of boarding education
* Ability to think creatively and develop new ideas.
* Flexible, adaptable and able to prioritise, resilient under pressure.
* Ability to use systems in place to ensure an excellent service is provided to Pupils and Staff.
* Possess the personal initiative to head off any difficult issues that are preventable, but able to be assertive when required;
 | Application formSelection procedureReferencesInterviewPerformance in related selection exercises |
| **Commitment** | * Commitment to equality of opportunity and inclusion
* An ability to keep a healthy work/life balance
* A ‘can do’ person who works positively and collaboratively.
* Ability to work flexible hours.
* Must be able to use own car if required to transport boys (expenses paid)
 | * An excellent health and attendance record
* Play a full and active role in the wider development of the school
 | Application formSelection procedureReferencesInterviewPerformance in related selection exercises |



**BRYMORE ACADEMY**

**Terms and Conditions**

**Conditions of Service**

Full conditions of employment are set out in a Statement of Terms and Conditions of Employment which will be issued to the successful candidates.

**Fitness for Employment**

The successful candidate will be required to complete a medical questionnaire which may result in a check by the Occupational Health Physician. A criminal record check is also required via the disclosure procedure.

**Salary**

Salary is paid on the last working day of each month. Starting salary will rise with annual incremental progression to the top of the scale.

**Annual Leave**

Brymore is in session for 32 weeks per year. No annual leave will be granted during term-time.

**Equal Opportunities**

Brymore Academy is committed to the promotion of equal opportunities and is dedicated to non discriminatory policies and practices and to eliminate unfair discrimination on any basis. Therefore, no candidates will be discriminated against on the grounds of age, gender, marital status, racial origin, disability, sexual origin or religious or political beliefs.

**Safe Recruitment**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and visitors to share this commitment. This post requires a criminal record check via the disclosure procedure.

**Criminal Record Check**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they maybe defined as ‘spent’.

**Applications**

Applicants for the post need to write a letter of application and complete an application form and return to the school office by Midday on Monday 3rd July 2017. Short listed candidates will be informed by telephone.

**Interviews**

Interviews will be held the week beginning 10th July 2017.