

INFORMATION FOR CANDIDATES**MATRON**

(full-time, 8.30 am – 3.50 pm)

Start date: February 2024, or by negotiation

This pack includes: general information; a job description and outline of the application process.

The College

Blanchelande College is a co-educational Catholic independent school for boys and girls from age 2 ½ to 18 in Guernsey, the Channel Islands. The College educates approximately 460 pupils.

Blanchelande's Catholic mission and identity, understood and supported by all staff, are at the heart of school life. Approximately one third of students and staff are Catholic; our ethos is welcoming and inclusive.

Blanchelande has a one-form structure from Nursery and Reception to Year 4, with room for two forms in Years 5 and 6, and for three forms in the senior school (Years 7-11). Classes sizes are typically around twenty. Sixth Form cohorts are smaller, enabling students to benefit from seminar-style A-Level teaching, a superb preparation for university.

Pupils are required to pass an entrance assessment to ensure that they can access our mainstream academic curriculum. Our Learning Support department supports and nurtures students with minor to moderate additional learning needs.

GCSE results reflect excellent value added in most subject areas, with outstanding results overall, well above the island average:

- 2017: 100% of students achieved at least five A*-C grades, with 33% of grades at A*/A.
- 2018: 83% of students achieved at least five grades 9-4, with 38% of grades at 9-7.
- 2019: 97% of students achieved at least five grades 9-4, with 42% of grades at 9-7.
- 2022: 96% of students achieved at least five grades 9-4, with 35% of grades at 9-7.

In 2020 and 2021, examination results were again excellent, in the context of teacher assessed grades due to the COVID pandemic.

Following the reopening of its Sixth Form in September 2020, the first A-Level results were registered in 2022:

- 68% of grades at A*-B
- 84% of grades at A*-C

During two periods of lockdown in 2020 and 2021, Blanchelande won widespread praise by its early adoption of online live lessons via Microsoft Teams, ensuring students did not develop a gap in their learning. In later phases of the pandemic when lessons in school resumed, students

in isolation at home were able to access lessons taking place at school via livestream. The achievements of staff, and their ability to adapt quickly to the circumstances, were acknowledged through very strong parental survey feedback.

Blanchelande was most recently inspected in October 2018 and the full report is available on the school website. Blanchelande was rated ‘excellent’ (the highest grade) in both outcome areas (pupil achievement and pupil development) as well as meeting all the regulatory requirements. The College is also subject to inspection by the Roman Catholic Diocese of Portsmouth.

Blanchelande offers an extensive programme of extra-curricular activities before, during and after the school day, to which all academic staff are expected to contribute the equivalent of at least one hour per week throughout the year.

History

Blanchelande was re-founded in 1992 by parents and members of the local community after the Sisters of Mercy withdrew their Order from Guernsey. The new school began in temporary accommodation and in its first five years grew from 40 pupils to almost 200. It has now more than doubled in size from its inception and in recent years, following the introduction of co-education, is experiencing a sustained period of strong growth.

In April 1999, the College moved to its current address at Les Vauxbelets (former site of the De La Salle boys’

school) after an extensive refurbishment programme. Les Vauxbelets is a beautiful estate in a rural setting with large historical buildings.

Since 2017 a substantial number of upgrades have been made to facilities, including: the relocation and renovation of the Infant department; the conversion of Victor House (formerly the Infant school) into an Arts Centre for music, drama and art; new Science laboratories; a new cricket pitch and resurfaced netball/ tennis courts; a new classroom block; a new Senior school library; new Sixth Form facilities, including a common room and seminar rooms; an Eco Hut; a new Fitness Suite; new locker, changing and shower facilities; the conversion of The Pink Cottage into two Modern Language classrooms; and in 2023 a new Primary Playground and new school kitchen.

Governance

Blanchelande is administered as a charitable trust and three Trustees oversee the finances of the College. As a grant-maintained college, Blanchelande receives a degree of funding from the States of Guernsey.

The Board of Governors meets twice a term and is responsible for working with the Principal in setting the strategic direction for the school, including approval of school policies, and for monitoring and evaluating the performance of the school. The Board operates sub-committees – such as for educational issues, ICT and property management – which also meet regularly.



The Trustees are financially responsible for the College and the Vauxbelets estate, including any sub-tenants.

Leadership

The Senior Leadership Team (SLT) consists of the Principal, Vice Principal, Bursar, Head of Pastoral Care, Heads of Phase (Head of Infants, Head of Juniors, Head of Lower Seniors, Head of Upper Seniors and Head of Sixth Form); and the Director of Studies.

New staff benefit from a thorough induction year, led by the Senior Teacher

and Assistant Senior Teacher. Induction is delivered through weekly sessions (mostly during lunchtimes, but some after school or prior to or during INSET days) led either by the Senior Teachers or other members of the staff body.

The Principal of Blanchelande College is Mr Robert O'Brien, formerly Deputy Head Academic and Head of Boarding at Westminster Cathedral Choir School. He brings to school his golden retriever, Gilbert, who provides a homely welcome to all who visit Blanchelande College for the first time.

MATRON

(full-time, 8.30 am – 3.50 pm)

Start date: February 2024, or by negotiation

Job title: Matron

Reports to: Head of Pastoral Care

Purpose of the role:

The Matron will provide comprehensive medical and administrative support. The post-holder will enjoy working in a busy school environment, remaining calm and positive. The post-holder will establish excellent and warm working relationships with pupils, parents, staff, and other members of the College community. The post-holder will demonstrate a high level of professionalism, discretion and confidentiality at all times. The post-holder will be one of the fully-qualified College first aiders and oversee the running of the First Aid/ Medical Room.

Working hours

The College Administrator is a full-time role (8.30 am – 3.50 pm; 30 minute unpaid lunch break; 34 hours per week – negotiable). The post is term-time only (including INSET days); Blanchelande College Term dates can be viewed on our website. The postholder will work flexibly to ensure that jobs are completed.

Remuneration

The salary will be full time and in accordance with the States of Guernsey administrative pay scale, commensurate with qualifications and experience.

MEDICAL & PASTORAL

The post-holder will:

- Provide first aid/medical responses for students, staff and anyone on site in need of assistance.
- Keep and analyse online medical records, identifying well-being and safeguarding issues.
- Liaise with School Nurse team to facilitate regular vaccinations in line with HSC guidelines.
- Ensure the College has excellent provision of First Aid kits and equipment.
- Provide staff leading school trips with advice, training, medical information and kit/medicine.
- Ensure that school first aiders maintain/ refresh their qualifications by booking them on courses in a timely manner.
- Provide seamless staffing of the Student Desk, responding to all student and staff queries.



- Liaise with Heads of Phase regarding Student uniform infractions and send email notifications to parents.

ADMINISTRATION

The post-holder will:

- Store and provide students with spare locker keys, as needed.
- Receive and distribute lost property.
- Arrange student/ staff photographs at the beginning of each term.

COMMUNICATION AND DATA

The post-holder will:

- Filter phone calls and emails.
- Ensure personal and medical information on the iParent app/portal is regularly updated.

EVENTS AND CATERING

The post-holder will:

- Oversee stocks of refreshments and provide refreshments for meetings, as required, keeping the kitchenette in good order.
- Support, and provide first aid coverage at, school events (eg open morning, the annual senior citizens' tea party before Christmas, carol service, PTFA events, sports day, etc.).

ETHOS

The post-holder will:

- Fully support the Catholic ethos, identity and mission of Blanchelande College.
- Attend school events – such as Prize Giving, Open Day, Carol Service, etc. – including outside of the school day, providing support, as required by the Principal.

FLEXIBILITY

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Principal. The particular duties / responsibilities listed here may be reviewed from time to time at the request of the Principal or post holder as circumstances make necessary.

For completion upon offer: I hereby confirm acceptance of the above:

Name:

Signed:

Date:

THE APPLICATION PROCESS

Applications for this post should consist of:

- A detailed letter of application stating how you believe you meet the criteria for this role.
- A completed application form, including details for two references.
- *Optional*: an up-to-date copy of your C.V.

We will assume that you are happy for us to take up references straight away, unless you state otherwise on your application form.

You may be asked for further information following short listing. You will be asked to provide proof of identity. Original qualification certificates may also be required at this stage (and certainly prior to confirmation of appointment).

After short listing, the selection process will normally include:-

- A tour of the College.
- An interview, including Safeguarding, with the Principal and the Head of Pastoral Care.

Interviews are expected to be scheduled in the week beginning Monday, 22nd January.

The Contract

The position of Matron is full-time and remuneration will be in line with the States of Guernsey administrative pay scale, commensurate with qualifications and experience. All Blanchelande staff are admitted to the contributory Guernsey Civil Service Pension Scheme.

All staff are required to undergo a current police check, a medical declaration, provide proof of qualifications and identity and have (or be eligible for) a Guernsey housing qualification.

Closing Date

Applications must be received by Wednesday, 17th January 2024 for consideration and should be addressed to Mr Robert O'Brien, Principal.

Further information about Blanchelande College can also be obtained from our website, www.blanchelande.co.uk. Our prospectus can be downloaded from the homepage.

If you have any further questions or need any clarification, please contact the Principal's PA, Mrs Tracy Feehan.

Tel 01481 237200 Email feehant@blanchelande.sch.gg