



The Duke of York's
Royal Military School

Candidate Information for the role of Matron/Pastoral Leader

Required Immediately





Contents

Introduction	3
The Role	5
Key Responsibilities	6
Person Specification	7
Remuneration	8
Application Process	9



Introduction

In 1801, His Royal Highness Frederick Duke of York laid the foundation stone in Chelsea of what was to become The Duke of York's Royal Military School, a School for the children of military personnel which opened in 1803. Then in 1909, the School relocated to its present site in Dover, Kent and in 2010, we became the first full state boarding academy, opening our doors to any family wishing to choose this unique and iconic School for their child's secondary education.

A £24.9 million refurbishment project in 2014 has delivered a new sports centre, high-quality accommodation and teaching blocks and a performing arts centre.

The Duke of York's Royal Military School has a rich military heritage that provides the backbone of the School; benefitting the ethos, values and learning culture of the School. It is proud to provide a stable, caring and understanding environment for the children of members of the armed forces, but also children from all backgrounds.

*'Looking forward
with confidence
And looking back
with pride'*

Academic Achievement

A non-selective School which consistently performs significantly above the national average. The progress our students make during their time at the School is a significant strength. Supervised prep, Saturday morning lessons, small classes and proactively encouraging each and every student to achieve the very best they can, ensures high academic standards. The School operates to an independent school model; it is busy and dynamic, where Saturday morning school is part of our routine with sport, performance and activities in the afternoon.





The Role Matron/Pastoral Leader

Overview of the Role at The Duke of York's Royal Military School

As a vital member of the House Pastoral Team, you will be responsible for the efficient and effective running of your allocated House, ensuring that the welfare and needs of our students are meticulously catered for. Your key responsibilities will include liaising with the Housemaster/ Mistress to keep them fully informed on student welfare and major issues, supervising students during working hours to maintain high standards of cleanliness, punctuality, and behaviour, and providing individual attention and support to students. You will also accompany students to meals, support their academic and behavioural progress, administer medication and basic first aid, and ensure accurate monitoring and reporting of student issues.

Additionally, you will assist in organising and running House activities, ensuring compliance with all School policies and the National Minimum Boarding Standards. Your role will be essential in maintaining the well-being and development of our students, making this a highly rewarding and impactful position within our esteemed School community. In addition to these duties, you will oversee and participate in various cleaning responsibilities to maintain the House's cleanliness and hygiene.





Job Purpose

A Pastoral Leader is a member of the House Pastoral Team. To exercise day to day operational responsibility for the efficient and effective running of your allocated House, ensuring that the welfare and needs of students are catered for. The House Pastoral Leader is a key member of the House Pastoral Team and is expected to make a full and appropriate contribution to the development of policies and practice which support the pastoral care and well-being of students.

Key Responsibilities

- Liaise effectively with Housemaster/Mistress on student welfare and major issues, acting on own initiative and following guidance as needed.
- Supervise students during work hours, ensuring cleanliness, punctuality, and appropriate behaviour, providing individual support and resolving disputes.
- Accompany students to meals and supervise as per House requirements.
- Support Tutor and House Parent in academic, behaviour, and overall student progress by liaising with teaching staff.
- Administer medication and basic first aid, referring students to Medical Centre when necessary.
- Accompany students on appointments when required, consulting with Medical Centre staff.
- Assist in organising social, sporting, and other House activities.
- Ensure compliance with School policies and National Minimum Boarding Standards.
- Fulfil any new tasks requested by Vice Principal (Pastoral) or SLT through House Parent.
- Cleaning duties include; general and deep cleaning, maintaining laundry routines and sanitising/disinfecting wet areas, with any additional tasks as directed by the Bursar.



Additional Responsibilities

Undertake relevant training and updates as required to keep up to date with current legislation.

Personally responsible for the health, safety and welfare of all staff and students that may be affected by the postholder's acts and/or omissions.

Personally responsible for equal opportunities awareness and ensuring that the postholder is aware of, and carries out, the provisions contained in the Equal Opportunities policy.

To be responsible for safeguarding and promoting the welfare of children and young people.

Person

Specification



Details about the Post: Matron/Pastoral Leader

Title	Matron/Pastoral Leader
Type of Post	Permanent Contract, mainly Term Time working.
Start Date	Immediate Start (or September 2024)
Salary	Starting at £22,186 (FTE—DOYRMS Band 3) - Pro Rata £16,739 per annum

Advert	The Duke of York's Royal Military School is seeking to appoint multiple Pastoral Leaders to support the expansion of our pastoral provision across the School.
Department	Pastoral Team
Role	The post holder will be responsible for fully supporting the efficient running of their allocated House, catering to students' welfare and needs.
Hours of Work	36.39 hours per week, working a shift rota over 7 days a week.

Remuneration



Salary and Benefits

- A starting salary of £16,739 per annum (DOYRMS Band 3 pay scale) rising to £17,103 through performance related appraisal.
- Access to the Local Government Pension Scheme (LGPS), a defined benefit scheme with employee contributions linked to starting salary of 5.8% and employer contributions of 22.5%.
- Death in service benefit of three times salary (provided as part of LGPS participation).
- A professional, hardworking and supportive environment and team.
- Free parking on-site.
- Cycle-to-Work salary sacrifice scheme.
- Free lunch in the School dining hall during term-time and whilst on duty.
- Use of fantastic, free, on-site facilities such as our gym and swimming pool.
- Possibility of relocation to the School, along with accommodation at a subsidised rate (subject to availability and need).



Application Process

An application form can be downloaded from the School website:

www.doyrms.com/staff-vacancies

In order to apply, candidates should complete their application form and email it to Recruitment@doyrms.com together with a covering letter explaining their reasons for applying and their suitability for the role.

Completed applications should be sent by email to the HR Department at Recruitment@doyrms.com.

We reserve the right to conduct interviews with suitable candidates before the application closing date.





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