



The Blue Coat School

Founded by the Church of England in 1722



Information Booklet for Job Applicants
School Matron



THE BLUE COAT SCHOOL'S VISION:
LIMITLESS LEARNING
FOR TOMORROW'S ACHIEVERS



LIMITLESS LEARNING FOR TOMORROW'S ACHIEVERS



The Blue Coat School is an Independent Day Preparatory School offering an outstanding educational experience to over 700 boys and girls, aged 3 to 11 years. Occupying a beautiful site in Edgbaston, in 15 acres of playing fields and gardens, it is a thriving community where children achieve great things, not just academically but in all areas. Our extensive Co-Curricular programme offers opportunities beyond the classroom and nurtures well-rounded children, preparing them for life beyond Blue Coat.

Originally set up as a charity school 'for the purpose of maintaining poor children' in the centre of Birmingham, BCS relocated to Harborne in 1930 and has since become one of the largest IAPS Prep Schools in the country. A generous Bursary scheme continues to offer the opportunity of a Blue Coat education to all.

Founded by the Church of England, Chapel life remains a big part of the weekly school routine and Prep parents and staff join Chaplain for a weekly service. Meanwhile in Pre-Prep, Chaplain leads a weekly assembly for the children. Our diverse school community is representative of the local area and welcomes pupils of all faiths and none. Respect and multicultural understanding are fostered through our BCS Values which promote patience, respect and kindness. The Blue Coat School is a stimulating and rewarding place to work, in the company of enthusiastic and dedicated staff. It has excellent resources, which are used to provide enjoyable and imaginative learning.

Pupils consistently achieve outstanding results and they are well prepared for senior school entrance examinations. Many progress with the top scholarship offers to the region's most renowned senior schools including the Independent and Grammar Schools of the King Edward VI Foundation, Solihull School, Edgbaston High School for Girls and Bromsgrove School.

The Blue Coat School is a stimulating and rewarding place to work, in the company of enthusiastic and dedicated staff. Our community ethos is very strong, and we maintain the highest expectations of the interpersonal relationships between all stakeholders. The successful applicant will be expected to ensure that the excellent standards of the School are maintained.

PRE-PREP



Our Pre-Prep department begins in the Nursery with children aged 3-4 years. Unlike many schools, we begin with a traditional classroom setting. Children are taught in classes of up to 22, by a qualified teacher who is supported by an Early Years Teaching Assistant.

Learning is primarily through play and exploration but our children make fast progress with their letters, sounds and numbers and are often working well ahead of national expectations. Nursery children have the opportunity to visit our Forest School for two half terms and Reception visit weekly. Nursery also use the Pre-Prep Gym and are taught music by a specialist music teacher.

In Reception, children begin to use other areas in the School such as the swimming pool and music room. Moving to KS1 the school day becomes more structured. In addition to daily maths and English, other subjects are taught such as computer science, humanities and creative arts. The majority are taught by the class Teacher, supported by a Teaching Assistant, but specialist teachers will lead PE, games, swimming and music lessons.



PREP



The Prep School covers Years 3 to 6. Each year group is led by a Year Group Leader and there are also subject leaders who support the curriculum development. The Head of Prep and the Deputy Head Prep are responsible for the day-to-day running of Prep.

In Prep, the children are taught by a number of specialists teachers in dedicated rooms such as the Creative Arts Studio, Computing Centre, Music Centre and newly upgraded Science Laboratories. They become familiar with moving around School and are well prepared for senior school.

Children use individual iPads in all lessons, as well as practical and written resources.

A House system is introduced in Year 3 and children join one of six houses. House Leads meet weekly with their House which spans the whole of Prep and includes members of staff. House competitions ensure that the children work as a team to earn house points or compete for their House in sport, general knowledge quizzes and a House Shout.



FACILITIES



- 1 Year 3 and Year 4 Hubs
- 2 Year 5 and Year 6 Hubs
- 3 The Year 6 Centre
- 4 All Saints
- 5 St Martin's
- 6 Chapel
- 7 Viney Building
- 8 Sports Centre
- 9 The Annexe
- 10 Branson Building
- 11 William Higgs Building
- 12 Centenary Building
- 13 Bissell Building
- 14 Saville Music Centre
- 15 School Hall
- 16 Forest School



The Blue Coat School enjoys an expansive 15-acre campus just three miles from the city centre. With a rich diversity of green spaces, classrooms, specialist facilities, playgrounds, sports pitches and after school social spaces, a big campus soon feels like home to pupils.

The Blue Coat School has a 25-metre indoor swimming pool, AstroTurf pitch and cricket nets, Forest School, IT Suite with recording booth and green screen technology, Music Centre, a Creative Arts Studio, Science Laboratories, Auditorium, School Chapel and extensive playing fields, to name just a few!

Our beautiful and well resourced campus enables us to offer over 120 clubs and activities a week, including activities outside of the curriculum such as chess, Spanish and coding. In addition, senior pupils experience subjects such as cooking, debating, gardening and STEM as part of our Friday afternoon Thinking, Exploring and Doing Programme (TED).

MUSIC

There is a very long and established tradition of excellence in Music at The Blue Coat School, with many children learning one or more musical instruments and many achieving Grade 8 before their final year here.

From Year 2, children can begin to take part in choirs, including the prestigious Chapel Choir from Year 5, orchestras, chamber groups and bands.

The Blue Coat School is fortunate to have a diverse community of pupils from many different cultures, ethnicities, races and religions and we advocate for that diversity to be reflected and celebrated in the music curriculum.





SPORT



With a keen sportsman as Headmaster, it is no wonder that BCS Sport has gone from strength to strength! An extensive fixtures calendar, as well as intra-school competitions offer all children the chance to play competitive sport. We enter many national competitions and have achieved notable success including setting records at the England Schools Swimming Association Finals. BCS have also successfully hosted the IAPS Regional Swimming Qualifiers for the past two years.

The Blue Coat School is proud to have forged close links with local sports clubs and activity providers to enhance opportunities for our children in sport. These partnerships include Diamond Swim Academy, Aston Villa Football Club, Moseley Rugby Club, Edgbaston Golf Club and Edgbaston Priory Club.



PASTORAL

Here at The Blue Coat School, we pride ourselves on providing the best possible pastoral care for children. Our provision is defined by the quality of our relationships with pupils, staff and parents, our strong partnerships and how staff respond to the needs of each and every child.

Every member of staff has responsibility for the children's wellbeing. Everyone works in the best interests of every child to safeguard their welfare and promote their development, and our children are confident in knowing who they can reach out to if they have any concerns or worries.

There is also a dedicated Pastoral Team whose sole purpose at School is to support children in either a 1:1 or in a small group. The Pastoral Team meet every week to discuss pupils' wellbeing. The School's Special Educational Needs Coordinators, Designated Safeguarding Leads, the School Matrons and the Chaplain also attend this meeting to ensure there is a holistic approach to pastoral care at The Blue Coat School.





JOB DESCRIPTION

SCHOOL MATRON



Core Purpose of Post

- To promote and safeguard the welfare of all children and young persons for whom the post holder has responsibility and with whom the post holder comes into contact.
- To be a lead practitioner providing first aid support to pupils and adults in the School.

General Duties and Responsibilities

Professional

- Exercise loyalty to the Headmaster and to the School, upholding and maintaining its traditions and ethos.
- Support the Headmaster in fostering parental involvement and in keeping parents informed of school policy, the curriculum and other matters of importance in conjunction with other senior colleagues.
- Comply with all regulatory requirements.
- Comply fully with the requirements as set out in the DfE document 'Keeping Children Safe in Education' and in the HM Government document 'Working Together to Safeguard Children' and any relevant supplementary guidance.
- Abide by the School's current systems and structures as outlined in policy documents including the First Aid and Health, Health and Safety and Safeguarding and Child Protection Policies, and take appropriate action in accordance with all such documents as and when necessary.
- Establish and maintain effective working relationships with governors, colleagues, potential parents, current parents, agencies and children.
- Take responsibility for one's own professional development, attending INSET courses and other relevant courses and conferences as required.
- Be punctual and adaptable, and dress in a smart but practical manner.

JOB DESCRIPTION

SCHOOL MATRON



Main Duties and Responsibilities

- Take responsibility for the smooth and efficient running of the Health Centre.
- Ensure that the School is compliant in all regulatory matters relating to first aid and health.
- Manage the first aid cover at the School to ensure that this is adequate with appropriately qualified members of staff including at school events and on trips, outings, off-site visits and fixtures.
- Ensure that all first aid kits are appropriately stocked around the school campus, on the minibuses and for trips, outings, off-site visits and fixtures.

Responsibilities for Health Care Provision and Administration of First Aid

- Provide a high-quality level of care and first aid in the event of pupils being taken ill or having an accident and ensure that these matters are reported to parents and, where appropriate, colleagues.
- Liaise with parents to discuss any specific needs of their child and ensure that appropriate provision is made for children with medical conditions or specific needs.
- Ensure that individual health care plans are devised and monitored as and when required and that these are reviewed at least annually.
- Provide a high level of care in the event of a child becoming ill whilst at School.
- Ensure the safe storage and handling of medicines.
- Take a lead role in the administration of medicines to pupils and provide guidance on this to colleagues as required and ensure that this is reported to parents and, where appropriate, colleagues.
- Liaise with the relevant health authorities to implement immunisation programmes for pupils as and when required.
- Operate procedures for the control of infectious diseases when required.
- Liaise with the relevant health authority to ensure vision screening tests are completed for children in Reception and reporting any concerns to parents.

JOB DESCRIPTION

SCHOOL MATRON



Administrative Responsibilities

- Maintain accurate records of the medical needs of the pupils and all health issues.
- Ensure that all staff are aware of the medical needs of the pupils in School and when pupils are taken on trips, outings or off-site visits.
- Ensure that all staff are aware of specific pupils with particular needs which may be life-threatening and ensure that they are provided with the necessary training.
- Maintain accurate records of the treatments administered including first aid and medications using the Evolve software where appropriate.
- Keep detailed records of accidents and report these to the Bursar, Compliance Officer and RIDDOR (where appropriate).
- Ensure that training is updated within the proscribed time-frames including training in first aid; paediatric first aid as required for the Early Years Foundation Stage; the use of inhalers; allergy awareness and the use of Epipens; and any other such training as required to meet the medical needs of pupils.
- Maintain accurate records of all such training.
- Support the Head of Pre-Prep in ensuring that the First Aid and Health Policy and procedures are reviewed annually, and be proactive in identifying and developing new procedures.

Pastoral responsibilities

- Provide pastoral support to the children in the school as guided by senior staff.
- Ensure that the Designated Safeguarding Lead (or a Deputy) is informed where safeguarding or child protection concerns are identified.
- Ensure that senior colleagues are informed about welfare or pastoral concerns about children identified by the School Matron for example by frequent visits of a pupil to the Health Centre or through discussions with a child.
- Support the provision of PSHE to pupils and taking part in the delivery of the PSHE curriculum when appropriate.
- Support staff in the management of lost property within the school.

JOB DESCRIPTION

SCHOOL MATRON



Other responsibilities

- Be available in the event of an emergency (this might be outside of term time) to support and advise members of the School's Senior Leadership Team on issues pertaining to the health and welfare of pupils.
- Be available to accompany a School residential trip as required.
- Undertake Year Group Hub duties as required.
- Liaise with external agencies as necessary.
- Attend INSET days at the start of each term and attending staff meetings as required.



PERSON SPECIFICATION

SCHOOL MATRON



Qualifications/Professional Development

- Relevant first aid certification (e.g., Paediatric First Aid).

Experience and skills

- Experience working with children and/or young people in a healthcare, educational, or pastoral setting.
- Experience of providing first aid and managing minor illnesses and injuries.
- Experience of record-keeping and maintaining confidential information.
- Strong interpersonal and communication skills, able to liaise effectively with pupils, parents, and staff.

Knowledge

- Ability to assess minor health issues and provide appropriate care or referral.
- Knowledge of safeguarding and child protection procedures.

Personal attributes

- Sympathy with the Christian ethos and activities of the school.
- Ability to work independently and as a member of a team.
- Sensitivity to other and the ability to work cooperatively.
- Wholehearted commitment to the life of a vibrant school.
- Ability to work calmly under pressure in emergency situations.



Original certificates will be required as proof of qualification. All other attributes will be assessed using the contents of the application form, at interview and with the professional references.

All members of staff are required to promote and safeguard the welfare of children they are responsible for, or come into contact with, and to adhere to, and ensure compliance with, the School's child protection procedures and staff guidance at all times.



The Blue Coat School

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The Blue Coat School Birmingham is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment.

