



**Rye St Antony**  
O X F O R D



**School Nurse**  
**September 2021**

Dear Candidate

Welcome to Rye! We are a flourishing school in the heart of Oxford, welcoming pupils from Nursery through to Sixth Form on one site. For September 2021 onwards, we are looking to appoint a well-qualified and experienced Registered Nurse to join our school community where pastoral care is an equal priority to academic learning.

We are renowned as a school for our strong pastoral care, and we pride ourselves on our nurturing approach to learning and the wellbeing of all pupils. Our approach centres on the individual child and their learning and wellbeing needs, so that every child is supported and challenged to be the very best version of themselves. This is not just in the classroom, but in the wider school community and through the strong enrichment programme that we offer. We believe that children should be empowered to be the best they can, and that positive wellbeing leads to excellent academic success. Simply put; be well, do well.

We have developed a forward-thinking and dynamic approach to teaching and learning called the Rye Way, which builds pupils' curiosity in learning and skill development. If you enjoy working closely with children and are keen to contribute to the success of happy, engaged pupils, then this is the role for you.

If you have energy and are passionate about the wellbeing of children, you will relish this role. We pride ourselves on small class sizes so that strong relationships can be built with pupils and their parents.

I look forward to welcoming you in person to Rye and introducing you to our thriving school.

A handwritten signature in black ink, appearing to read 'Joanne Croft', written in a cursive style.

Miss Joanne Croft  
Head

## Aims of the School

At the heart of our aims is the individual pupil and the development of their own talents and interests throughout their school career. In our stimulating and nurturing environment, pupils are happy, reflective and curious learners, who develop an intellectual curiosity and knowledge as well as a love of learning. They discover their talents, build aspirations and fulfil their lifelong potential in the school and wider community, leading them into a responsible and rewarding life. Each of our pupils leaves Rye as a unique individual who is sure of themselves, confident in their ability, and as the young person *they* want to be.

We aim to:

- Deliver a stimulating and inspiring academic education which develops a love for learning and intellectual curiosity.
- Develop each pupil's talents and gifts through an aspirational education that promotes creativity, team work and builds life-long skills.
- Acknowledge and develop each pupil's talents so that they recognise their own sense of worth, their vocation, their aptitudes and talents, so that they become unique, confident, curious and valued individuals.
- Challenge pupils to be aspirational in their thinking and approach, and to push themselves to achieve their best, thus creating resilient and confident individuals.
- Provide a strong moral and spiritual framework based on the values of respect, kindness, integrity and justice.
- Recognise and foster an environment of love, hope and joy based on Gospel values in which individuals are cherished and genuine relationships are nurtured.
- Nurture and instil a sense of responsibility towards others in the wider community; locally nationally and internationally, through charity and service.



## History of Rye

Rye St Antony School was founded in 1930 by Miss Elizabeth Rendall and Miss Ivy King who were inspired to start a lay-Catholic school after a visit to Rye in Sussex. Their foundations of a school which welcomes and inspires all has left a strong legacy that we continue to build on today. Situated on a 12-acre site at the top of Headington Hill in Oxford, our community benefits from the green space and room to play that our site provides.

As a day and boarding community there has always been a vibrancy around the school site and a family feel to life at the weekends.

In 2021 Rye is celebrating its 90<sup>th</sup> anniversary, and building a stronger and brighter vision for the future based on the original foundations of Miss King and Miss Rendall.

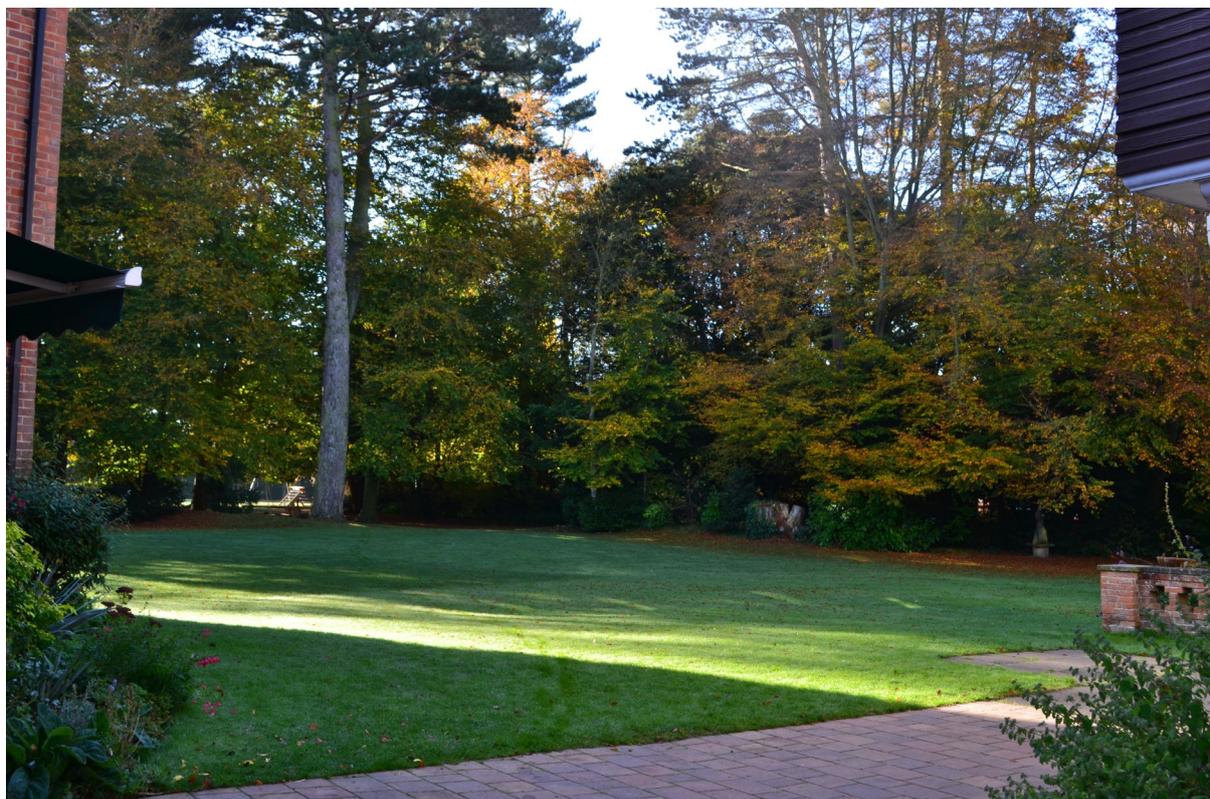
## Catholic Christian Life

### **‘Who do you want to be? Who has God made you to be?’**

Our mission is to empower every young person to be ambitious in their vocation, curious in their learning and discover their individual talents made in the image and likeness of God.

We believe that every child has God given talents that it is our role to nurture, discover and encourage so that they can be the very best version of themselves. We welcome pupils of all faiths and none and enjoy taking them on a discovery of the importance of core values such as respect, dignity and tolerance. These Christian values underpin the Catholic ethos of our school and make it a vibrant and strong community.

All pupils are involved with charity work whether by raising money for different organisations voted for by their Houses, or by acts of charity that the school leads. In the last three years we have raised over £20,000 for causes close to the community and have made a real difference to the lives of many.



## Curriculum

We have developed a forward-thinking and dynamic approach to teaching and learning called the *Rye Way*, which builds pupils' curiosity in learning and skill development. We challenge our pupils in their learning, whether inside or outside the classroom, and enjoy seeing the excellent progress that they make. We have a broad and ambitious curriculum which challenges the most able and supports those who need it.

In the Sixth Form we offer a range of qualifications including A Levels, Extended Project Qualification, BTEC and Leiths Professional Food and Wine Qualification.

As a broadly-selective school, our community reflects the working world and successfully prepares our pupils for their futures. We offer stretch and challenge to the most able who go on to achieve straight As at A Level and move onto first-class universities in the UK and beyond. For other pupils who have English as an Additional Language, or who need additional support, we provide an adapted curriculum and support from our Learning Development Team.

## Pastoral Care

We pride ourselves on knowing our pupils and their families so that we can work closely with them. We have a team of trained pastoral leads including Form Tutors, Chaplain, School Nurse and School Counsellor who offer additional support and care to ensure that every child is looked after throughout their school career. We believe that our renowned pastoral care is essential to enabling all pupils to achieve their best academic results.

We are committed to providing a safe and nurturing school environment and place importance on mental and physical wellbeing. We provide scope for pupils to develop their own sense of self, and have strong links with external bodies who offer additional support when needed. Throughout our school we believe that if we look after both physical and mental wellbeing, our pupils and staff will achieve more. Our idea is simply, Be Well, Do Well.

## Enrichment

As a community, we believe in going above and beyond in order to give, and get the best for our pupils. We offer a wide range of activities in and after the school day, and all staff are expected to contribute to the enrichment programme by running two clubs a year.

There are many visits locally and internationally - our pupils have visited the volcanoes of Sicily, rainforests of Mexico, choirs and churches of Venice, and the rivers of the Ardèche in France. We are always looking for new ideas and would be excited to hear what you can offer.



## **The Role**

We are looking for a well-qualified and experienced Registered Nurse to join our school community where pastoral care is an equal priority to academic learning. We pride ourselves on our supportive and pastorally strong community and are renowned for the success that this brings for our pupils and staff. The role is full-time (37.5 hours a week) during term time only, but part-time hours will be considered.

The School Nurse is accountable to the Head of Boarding.

## **Management**

- Ensuring opportunities for service improvement are identified and implemented where appropriate to ensure a first-rate provision of care for all and a compliant and cost-effective service.
- Ensuring that mandatory and core clinical training requirements are met and recorded in accordance with NMC guidelines and requirements for ISI.
- Ensuring that staff are kept up-to-date with training and development on school procedures and policies relating to healthcare and that there is a process in place for clear, recorded communication relating to pupils' care.
- Managing the Health Centre's budget and spend.
- Ensuring that the School's first aid provision is first-rate and that resources are in date and refreshed regularly through regular monitoring and auditing.
- Liaising with the Bursar and Head regarding maintenance and the continuous improvement of the Healthcare provision for pupils.
- Ensuring the annual review of medical and first aid policies and distribution of these throughout the School.
- Meeting each half-term with the Deputy Head Pastoral and School Counsellor to review those pupils accessing the School's counselling service.
- Arranging for the control of infectious diseases, including emergency planning and liaison with the local Health Authority as appropriate.

## **Clinical**

- Being responsible for the standard of nursing care for all members of the community by ensuring correct processes and procedures are implemented and kept up-to-date and that staff supporting the management of First Aid have the required skills to meet the standard of care at the recommended level.
- Managing the process for registration of new pupils, ensuring the appropriate medical information is received, that health checks are carried out for new pupils, and that boarding pupils are registered with the School Doctor at the local Health Centre.
- Providing care for the general welfare of all pupils and staff, offering treatment for minor ailments and sporting injuries, and liaising with parents, the local hospitals and other agencies as appropriate.
- Managing the immunisation programmes and follow-up vaccinations in line with the UK vaccination schedule.
- Ensuring a system of appropriate information sharing for staff leading school visits.

- Ensuring safe storage, use and disposal of medical supplies and safe disposal of clinical waste.
- Overseeing a comprehensive and accurate process of record keeping is in place, always maintaining appropriate levels of confidentiality.
- Acting as one of the School's Deputy Designated Safeguarding Leads and liaising with the DSL to ensure excellent care for all.
- Communicating with colleagues and parents as appropriate about individual pupils' needs.
- Recording all appointments and consultations on iSAMS.

### **Provision and lead on training in health-related issues**

- Taking ownership for and developing all policies and standards relating to medical provision in the School.
- Liaising closely with key staff on PSHE provision and ensuring there is provision and access to a range of health promotion materials and a co-ordinated whole school approach to health issues.
- Providing or organising training for staff on supporting children with medical needs in School including training in adrenaline auto-injectors, and use of first aid equipment.

### **Professional**

- Maintaining accurate records on the School's systems in accordance with school policies.
- Keeping up-to-date with practice and professional development to fulfil the revalidation criteria set down by the NMC.
- Working alongside the Head of Boarding and members of the SLT to ensure that the Health Centre is compliant with all NMS and ISI regulations.
- Attending Health and Safety meetings and pastoral team meetings as appropriate.
- Liaising with outside agencies to ensure the safety and wellbeing of all pupils in the school.
- Liaising with parents, external agencies, the Deputy Head Pastoral and the Head of Boarding to develop in-school care plans for pupils with complex needs or long-term needs.

It should be noted that the above list of duties is not an exhaustive statement of the responsibilities of the post. It is intended to give an overall view of the position and should be taken as guidance only.

### **Person specification**

#### **Qualifications**

##### *Essential*

- Registered Nurse or RN (Child) or equivalent
- Evidence of continual professional development

### *Desirable*

- Qualification in a School Nursing, Minor Injuries Unit or Practice Nursing

### **Skills, abilities and experience**

- Experience in a School Nursing, Minor Injuries Unit or Practice Nursing
- Understands the issues of adolescence and mental health
- Competent with a basic use of IT and Microsoft packages (Word, Excel, Outlook)
- Committed to excellence and dedicated to professional nurse development
- Has a committed interest in working with school aged children and young people and in providing a professional and caring service to the school
- An excellent communicator, and a reliable source of nursing advice
- Able to maintain accurate, clear and concise written documentation
- Displays a positive attitude to new challenges, projects or day-to-day problem solving
- Ability to be flexible and prioritise changing workloads and situations
- Shows willingness to undertake further formal training as required
- A full driving licence with use of own vehicle

### **Hours of work**

The hours are 37.5 hours a week, term-time only for 34.8 weeks a year, plus one week (5 days) to be worked during school holidays.

### **Pay and benefits**

The annual salary for full-time working during term-time only is £30,253.85 per annum including holiday pay, which is pro rata the all-year round full-time equivalent salary of £38,000 per annum.

All support staff are invited to join the school's contributory Standard Life Group Personal Pension Scheme.

The School Nurse is entitled to membership of the Westfield Health cash plan.

All salaried staff, full or part-time, are entitled to a fee remission, 50% for full-time staff and pro rata for part-time staff.

There is car parking on site, and the School is easily accessible by bus.

Subject to the ending of Covid-19 restrictions, at specified times, staff may use the school's Fitness Suite, and during Trinity Term staff may use the swimming pool at the advertised times. Lunch for all staff is provided in the school dining room during term time, and refreshments are provided in the Staff Room at morning break and teatime, although all catering arrangements are subject to change in order to comply with Covid-19 restrictions.

## **How to apply**

Applications (application form, accompanying letter and full curriculum vitae with contact details for two referees) should be addressed to the Head, Miss Joanne Croft, and sent by email to the Human Resources Manager, Ms Ellen Phelips (ephelips@ryestantony.co.uk; 01865 229227).

For an application form, please contact Ellen Phelips (ephelips@ryestantony.co.uk) or visit the Staff Vacancies page on the school website. Applications will be accepted only from candidates who have completed the application form in full.

The closing date for applications is 12 noon on Monday 28 June 2021. Interviews will be held on Monday 5 July 2021.

## **Safeguarding**

The School is committed to safeguarding and promoting the welfare of children and young people, and all staff and volunteers are expected to share this commitment. All applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service.

The post is exempt from the Rehabilitation of Offenders Act 1974 (Amended), and therefore all relevant convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Candidates must not have been disqualified from working with children, and must not be named on the Children's Barred List or be subject to any sanctions imposed by a regulatory body. Details of any convictions, cautions or bind-overs subject to disclosure must be passed to the Head before interview in a sealed envelope marked 'confidential'. An overseas criminal record check may also be required.