

## Capital City Academy - Job Description: Support Staff – Term Time Only

### Title of post

Welfare Officer

### Salary

Scale 2b

### Hours per week

37

### Weeks per year

39

### Reporting to

Vice Principal for Behaviour and Wellbeing

### Job Purpose

**To support students' health needs in order for students to fully participate in an active school life.**

### Generic Duties

- To be an active member of the Capital Support Staff Team and to support the Principal in embedding a strong Culture for Learning across the Academy.
- To attend relevant meetings and provide administrative support as required.
- To be an effective line manager/ line managee.
- To maintain high expectations and standards at all times contributing to the positive ethos of the Academy.
- To contribute to the promotion of equal opportunities and celebration of diversity in all aspects of the work of the Academy.
- To take personal responsibility for professional development and to participate in the Academy's arrangements for Appraisal using BlueSky. This includes attending 5 training sessions per INSET day which may be completed outside of work hours to allow the INSET days to be taken in lieu.
- To take responsibility for the safeguarding of young people. Capital City Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All staff must attend at least annual safeguarding training and read Keeping Children Safe in Education at least annually and whenever it is updated. All staff must report any safeguarding concerns to the Designated Safeguarding Team immediately.
- To be willing to obtain a nationally recognised First Aid certificate and / or undertake fire marshall training to assist in the safety and welfare of the students.
- To undertake such further activities as may reasonably be directed by the line-manager or Principal.

### Specific Duties

#### Main responsibilities

- To ensure the best possible medical care is available to both students and staff during the school day.
- Treating students medical needs, with the aim of encouraging them to return to their normal timetable as soon as appropriate
- Where necessary, arranging to get the student home safely or to alternative care, e.g. the individual's GP or to hospital.
- Administering medication according to Academy Policy and maintaining medical records.

#### Medical Room

- Ensuring that the Medical Room is appropriately stocked and equipped.
- Ensuring safe storage, usage and disposal of medical supplies and drugs
- To ensure first aid kits are fully stocked and available where required.
- Timely maintenance of student files, medical records and medical centre attendance records.
- Organisation of essential emergency medications.

### Supporting students, parents/carers and colleagues

- Development of health care plans where appropriate; giving support to relevant teaching staff in their dealings with students in the classroom and in extra-curricular activities.
- Regular meeting with the Vice Principal for Behaviour and Wellbeing to provide advice on effective pastoral care for particular students.
- Updating of “essential care list” of students with “need to know” conditions.
- Providing general advice and arranging training for staff for initial care of students with particular medical needs.
- Raising awareness of medical and health issues to students and staff throughout the Academy.
- Working with staff to ensure the timely completion of accident reports and following Academy policy in the submission of RIDDOR reports
- Medical representation on the Academy Health and Safety Committee

### Administration

- Arranging and managing communication with parents with regard to consent.
- Ensuring medical questionnaires and all relevant parental consent forms have been obtained and retained.
- Liaising with local health authorities in the organisation of immunisation programmes.
- Maintaining records of daily visits to Medical Centres or accidents treated and reported, including the nature of problem, treatment or advice. Updating as necessary to ensure accurate and rapid retrieval of information
- Gathering information, preparing reports and working with other appropriate staff to prepare for regular policy audits by the Governing Body

### General

- Providing medical cover for sports fixtures, games sessions and other events as required
- Carrying out such other duties within the postholder’s capabilities as may be reasonably requested from time to time

### Person Specification

Competency	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• Good level of literacy and numeracy</li><li>• Completion of a first aid qualification.</li></ul>	<ul style="list-style-type: none"><li>• Full clean driving license.</li><li>• RSCN, RN–child, or RGN with relevant experience (i.e. A&amp;E, School nursing, Practice nursing)</li><li>• 5 GCSE’s (or equivalent) including grade C in English and Maths</li></ul>
Experience	<ul style="list-style-type: none"><li>• Experience of working with children, preferably in an educational setting.</li><li>• Experience of using Microsoft Office package.</li></ul>	<ul style="list-style-type: none"><li>• Experience in either school nursing experience; A&amp;E experience; paediatric nursing experience, or experience in adolescent health</li><li>• Good working knowledge of Child Protection issues.</li></ul>
Knowledge and Understanding	<ul style="list-style-type: none"><li>• The ability to demonstrate an understanding of medical protocols and policies required in a school environment.</li><li>• Computer literate.</li></ul>	<ul style="list-style-type: none"><li>• Experience of the SIMs computer system.</li><li>• Knowledge of the immunisation programme for 11-18 year olds.</li></ul>
Skills	<ul style="list-style-type: none"><li>• Ability to work independently.</li><li>• Excellent communication and</li></ul>	

	<p>interpersonal skills, especially with children and essential for liaison with all members of staff across the Whole School</p> <ul style="list-style-type: none"> <li>• Confident and calm when dealing with a range of accidents and first aid issues</li> </ul>	
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