



Welfare Officer

Responsible to: Assistant Headteacher

Grade: 4 (32.10 hours per week) (8.30 a.m. – 3.30 p.m./term time with a 35 minute unpaid lunch break)

Job descriptions may be modified, with advance consultation and notice, according to the needs of the school.

Job Purpose

To be responsible for the promotion of good health and welfare amongst all pupils.

Principal Responsibilities

1. To promote and oversee the health and welfare of children in partnership with parents, education staff and other agencies in line with Every Child Matters.
2. To be responsible for some general support staff activities as required by the Headteacher in the light of known and/or emerging needs of the School.
3. To assess and to respond appropriately to the healthcare needs of students and staff at this School, providing nursing care/first aid for the ill or injured during the day.
4. To monitor long-term health issues, e.g. diabetics
5. To undertake a pastoral service to vulnerable and troubled students on a regular basis, providing counselling support, as appropriate.
6. To manage a small budget to order, take responsibility for and administer as appropriate medicines and supplies.
7. To ensure that accurate medical records are kept and up-dated.
8. To liaise closely and regularly with the Assistant Headteacher, Pastoral Leaders, SENDCo and tutors and staff to the benefit of students' well-being.

9. To liaise and communicate effectively with outside agencies on issues related to medical care and to attend meetings, as appropriate.
10. To demonstrate and maintain effective communication with children, families, multi-agency professionals and the public.
11. To organise, as necessary, key school health activities, e.g. vaccinations, dental checks, etc.
12. To become involved with and actively endorse and contribute to Health Promotion issues relevant to the School.
13. To ensure effective administrative procedures to log and record student visits and consultations and to feed back as appropriate.
14. To contribute to staff training on health and social issues.
15. To ensure care is delivered in an environment which meets all legislation, inclusive of health and safety.
16. To ensure professional development and training is identified and planned for.

Additional Responsibilities

17. To undertake other health-related and non-teaching staff duties as reasonably directed.

Name:

Signed:

Date:.....