

JOB PROFILE

Job title:	Medical Needs and First Aid Coordinator
Salary:	Grade 3
Working hours / weeks:	37 hours per week, 39 weeks a year
Core purpose:	To act as the School First Aider for both staff and students. To ensure student medical procedures are followed and records are up to date. To provide support to students in a particular curriculum area or support students with varying degrees of learning, behavioural, communication, social, sensory or physical difficulties.

Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

Key responsibilities:

- Provide first aid and emergency support and/or treatment to injured or sick students and staff when required.
- Complete risk assessments for students with medical conditions and ensuring they are updated and adhered to.
- Support Trip Leaders with the risk assessments for school trips where students with medical needs are in attendance.
- Develop and maintain student health records, student profiles and care plans, ensuring TTCT and school policies are adhered too.
- Assist with the provision of health education and health counselling to students.
- Deliver sessions to small groups of students on topics like healthy living, personal hygiene, drug and alcohol awareness, sexual health.
- Liaise with local agencies to gain support for students (for example the School Nurse).
- Support teaching staff with regards to students with medical conditions, directing them to the correct school procedure and paperwork. Ensuring paperwork and records are up to date.
- Maintain records on the electronic register.
- Mentoring of students with medical conditions and acting as a named keyworker.
- Meet/liaise with parents as required.
- Carry out observations of students in class.
- Provide particular and skilled support to students with learning, behavioural, communication, social, sensory or physical difficulties.
- Working with individuals or small groups of children under the direction of teaching staff.
- Support students with activities which support literacy and numeracy skills
- Promote positive pupil behaviour in line with school policies and help keep students on task.
- Attend relevant meetings as required.

Notes:

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have contact with children and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of employment.

Core Values:

Respect for individuals:	We work together to create a culture based on trust, respect and dignity.
Integrity:	We are open, honest and direct in our dealings.
Collaboration:	We know that there is strength in working together, communicating, sharing ideas and best practice and finding more efficient and effective ways to deliver our objectives.
Continual improvement:	We are a learning organisation that strives always to 'make our best better'.
Accountability:	We hold ourselves accountable and take ownership.

PERSON SPECIFICATION

Role: Medical Needs and First Aid Coordinator		E/D	A	I
Qualifications and Training				
1	Educated to at least Level 4 in English and Maths	E	✓	
2	First Aid Qualification (or willing to achieve on appointment)	E	✓	
3	Qualifications in relation to working with children with emotional/behavioural/ASD difficulties	D	✓	
Experience				
4	Experience of mentoring, working with or coaching young people	E	✓	✓
5	Experience of following procedures and completing associated paperwork to a high standard	E	✓	✓
6	Experience of working in a medical environment or supporting people with medical needs	D	✓	✓
7	Experience of working within an educational environment	D	✓	✓
Knowledge and understanding				
8	Understanding of first aid procedures.	D		✓
9	Understanding of sharing information between local agencies and attending meetings.	D		✓
10	Understanding of child protection	D	✓	✓
Skills and abilities				
10	Ability to work effectively under pressure.	E		✓
11	Demonstrate excellent self-organisational skills.	E		✓
12	Demonstrate teamwork skills.	E		✓
13	Excellent communication skills at all levels.	E		✓
14	Competent IT user including MS Office	E	✓	
Personal attributes				
15	A positive 'can do' approach to work	E		✓
16	Establish good relationships with children whilst setting high expectations.	E		✓
17	Able to remain calm and in control in stressful situations	E		✓
18	Warmth, confidence and the ability to empathise with others	E		✓
19		E		✓
Other				
20	A commitment to uphold and promote equality of opportunity	E		✓
21	Demonstrates an understanding of Safeguarding issues relevant to the post	E		✓

KEY: ✓

E	Essential
D	Desirable
A	Assessed by Application Form
I	Assessed by Interview

Date: September 2019