

LEAD SCHOOL NURSE

JOB DESCRIPTION

Primary Objective of Role

To coordinate and oversee the provision of Exceptional nursing care, ensuring that all pupils receive appropriate health support and advice to maximise their ability to learn and develop physically, socially, and emotionally. The Lead Nurse will lead and support the nursing team, maintain effective communication between departments and external agencies, and ensure the efficient management of medical resources and compliance with regulatory standards, while providing direct care to pupils as part of their role and contributing positively to the wider life of the school.

Accountability and Responsibilities

Safeguarding and promoting the welfare of students

- Be responsible for safeguarding and promoting the welfare of all pupils that the Class Teacher comes into contact with.
- Incorporate the school's vision, mission and core values into normal working practice.
- Follow the reporting procedure contained in the Safeguarding Policy with regards to raising concerns about the welfare of any student.
- Act in accordance at all times within the school's policies and procedures, including but not limited to, the Code of Conduct Policy, Health & Safety Policy and the Human Resources Policy Manual.
- Ensure that the School Nurse is made aware of any medical problems a pupil may have.

The Role

- Be a part of the nursing team and carry out the duties as set out in the school nurse job description alongside this role
- Lead and manage the nursing team
- Maintain a positive and supportive working environment
- Monitor performance of school nurses to ensure duties are completed accurately, efficiently and timely.
- To liaise with and follow directives from the Ministry of Public Health and other organisations and agencies on matters relating to student health
- Coordinate regular First Aid training for staff and maintain records of certification
- Regularly check and restock First Aid boxes around the campus
- Assist in licensing and registering the clinic with appropriate Ministries
- Manage the medical budget and maintain appropriate stock



- Organise and assign general nursing duties and tasks to the school nurses including monitoring and fairly controlling overtime and ensuring that appropriate school events have adequate medical coverage
- Arrange cover for Co curricular Activities (after school clubs) as required
- Oversee, support and create a medical report for all school trips and sporting tournaments.
- Evaluate performance of the school nurses and conduct performance evaluations in line with school policy
- Develop personal growth opportunities for the team
- Assist with recruitment of new nurses or other staff
- Conduct orientation and training on relevant policies and procedures for new and current staff.
- Ensure high quality clinical care for students by reviewing and researching concerns or complaints and recommending corrective action as appropriate

General nursing duties alongside Lead nurse role

- Plan, develop and maintain the nursing areas, offering a comprehensive range of advice and support for students.
- Maintain a high standard of care in accordance with appropriate professional guidelines and ethical codes.
- Promote a holistic approach to health care, including preventative advice.
- Ensure students have the necessary nursing care to maximise the ability to learn effectively and stay safe.
- Promote healthy lifestyles so that students can make informed choices concerning physical, social and psychological health.
- Arrange transport and referral to suitable medical facility, as necessary.
- Monitor and quality assure care plans, as necessary.
- Liaise with parents of students to plan medical care needed during the day to help support the student, whether short or long term.
- Advise the Vice Principal - Student Welfare and wider pastoral team on matters relating to students who have medical issues that impact on their learning or the learning of other students
- Oversee, and quality assure accurate record-keeping of nursing care in the form of a nursing log and individual notes for students with specific on-going needs.
- To keep vaccination and other medical records up to date on SIMS and liaise with the Admissions Department to obtain missing records, where necessary
- Keep an incident record for serious incidents and report them to the Vice Principal - Student Welfare and Head of Health and Safety.
- Refer students to the relevant Deputy Heads - Welfare, as appropriate for further support, counselling and guidance.
- Where appropriate, devise and deliver student programmes, parent's information sessions and staff CPD on health issues
- Formulate letters and correspondence with parents on health issues

The post holder will be expected to work flexible hours if need be, so as to maintain the effective discharge of their professional duties and to meet the needs of the business.

All staff may be required to attend the College during weekends or holiday periods throughout the year for purposes of training (INSET), examination organisation/preparation and invigilation and/or preparation for the forthcoming academic term/year.



Safeguarding

Doha College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and a criminal records check. Teaching staff will also be subject to a Barred List and Prohibition from Teaching Check. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020

Diversity, Equity and Inclusion (DEI)

As an equal opportunities employer, Doha College is committed to a culture of diversity, equity and inclusion. We believe that a diverse staff body reflects and supports the diversity of our students and wider society and leads to a cognitive diversity that promotes excellence in all areas.

PERSON SPECIFICATION

Key Requirements

Qualifications

Registered General Nurse (RGN) or equivalent nursing qualification	Essential
Registered Sick Children's Nurse (RSCN) or equivalent	Desirable
Registered Nursing License in Qatar	Desirable

Experience

Working with children / young people, preferably in an educational setting	Essential
Valid nursing experience in a clinical setting	Essential
Working with children / young people in a well-being and mental health capacity	Desirable

Skills, Knowledge and Abilities

Knowledge of computer applications such as MS Word, Excel, Google etc.	Essential
Excellent interpersonal and communication skills	Essential
Team-player, who is flexible to take on any task assigned	Essential
Must be able to prioritise and plan work activities as to use time efficiently	Essential
Ability to deal with callers and visitors in a calm and courteous manner	Essential
Sensitive, caring and responsive to the needs of children / young people	Essential
Ability to support, advice and counsel	Essential
Administrative background	Desirable
Willing to undertake further training as required	Desirable

