



# College Nurse

## JOB DESCRIPTION

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## ABOUT CATS LONDON

CATS College London offers an outstanding international pre-university educational experience to students aged 14+ from all over the world. CATS students live and work in our beautiful periodic buildings studying for GCSEs, A levels and University Foundation Programmes, and preparing for admission to universities across the country and elsewhere. We pride ourselves on our approach to teaching and learning, with small class sizes and an informal atmosphere ensuring that students are treated as individuals and build great relationships with staff.

## OVERVIEW OF THE JOB

The job of the College Nurse is to manage a health programme for the assessment, evaluation, maintenance and improvement of the health of students. The nurse will assist in removing or modifying health related barriers to learning in individual students and will help to promote the prevention of illness and disability as well as early detection and correction of health problems. The College Nurse reports to the Head of Welfare & Boarding.

## REPORTS TO

You will be directly responsible to the Assistant Principal. You will work within the framework set by and under the general direction of the Principal.

## MAIN RESPONSIBILITIES OF THE JOB

Key responsibilities and capabilities

- To provide confidential health advice to individual students
- To be responsible for the administration of medication including the medication given by Residential supervisors in the boarding house
- In consultation with the Head of Welfare and Boarding to audit medical/care plans and risk assessments
- General nursing care such as wound dressing and treatment of injured and sick students
- To assess students who arrive in the sick bay and arrange a doctor's appointment or, if appropriate, administer medication if required or send them to their lessons if they are believed to be well enough. If a student is judged by other members of staff, such as House Parents, Personal Tutors or a member of the Welfare team, to be too ill to come into the sick bay, they will report this to the College Nurse who may need to visit the student in his/her room and make an assessment.
- To manage the sick bay including making the beds, keeping the room hygienic and comfortable, ensuring there is adequate supervision of students.
- Attend Weekly Welfare meetings chaired by the Head of Welfare & Boarding.
- Communicate with other members of staff regarding the welfare of students, but recognising the importance of confidentiality.
- Liaison with Personal Tutors and others who act as main contact point between college and parents/agents.
- To assist in promoting health focusing on:
  - Exercise and healthy eating
  - Dealing with stress
  - Mental health and wellbeing, including depression and bullying
  - Sexual health and relationships
  - Drug and alcohol abuse and smoking
- To maintain communication with the doctors' surgery and other agencies in order to promote and maintain students' health and welfare.

- To maintain all medical records on the college's in-house Management Information System, of any matters related to the health and welfare of a student.
- To monitor all students' medication as prescribed by the local doctor or brought from home and to carry out any necessary Risk Assessments. Parents may be contacted by the Nurse to confirm the correct dosage and storage instructions.
- To monitor the safe storage of all medicines, to comply with statutory requirements and the College Policy.
- To report students with contagious diseases to the local public health authorities for the purpose of minimising infection and complying with legal requirements.
- To respond to medical emergency situations.
- To hold a current Criminal Records Bureau certificate.
- Skills, knowledge and ability
- Preparation and maintaining student health records on using our electronic record.
- School nursing practices related to safe practice within boarding schools.
- To be an active part of the PHSE programme and develop the education health programme, including an understanding of current practices and trends relating to school health.
- To arrange meetings/case conferences with other members of staff to discuss concerns about students.
- To arrange meetings/events/activities to promote PSHE.
- To help produce individual health plans for young people with disabilities or long-term conditions.
- To provide training for staff to support young people with healthcare needs such as asthma, diabetes or epilepsy.
- To provide advice for staff on the management and control of infectious diseases.
- This job specification is subject to annual review by the Principal. Any changes in substance or interpretation will be implemented after consultation with the post holder

The post holder will also:

- Work within the guidelines and policy and procedure requirements laid down by College policies in such matters as Safeguarding, Health and Safety, Risk Management and Equality and Diversity.
- Demonstrate day to day commitment to the College's Core values of Excellence, Care and Community.
- Be required to carry out such reasonable additional duties as may from time to time be determined by the College Principal.
- Participate in the College's Staff Appraisal Scheme as required and attend training and development as appropriate to the role.

## PERSON SPECIFICATION

The post holder will be an experienced professional who has had varied previous experience in the management of students' medical issues and in providing follow-up support, when needed, to students with medical and other concomitant issues.

## ABOUT CATS COLLEGES

CATS Colleges is a leading provider of pre-university academic courses and English language courses in the UK. We provide programmes including A Level, IB and University Foundation, as well as English Language Study, to a growing number of international students seeking to win places at UK universities.

We operate a number of different educational brands: CATS Colleges in Cambridge, Canterbury and London; CATS Academy in Boston; Cambridge School of Visual and Performing Arts (CSVPA) and Stafford House English language schools and study holidays. We benefit from being part of a global team focused on teaching and learning.

## AND FINALLY

CATS Colleges are committed to safeguarding and promoting the welfare of our students and expect everyone connected with the organisation to share this commitment. All positions are subject to the satisfactory completion of safer recruitment pre-employment checks in line with KCSIE guidelines.