

**Job Description:**

**Post:**  Medical Officer / Attendance and Welfare Support

**Line Manager:** Head of Medical

**Purpose of the Role**

**Main Areas of Responsibility and Guidance:**

**First Aid:**

* Dealing with all sick students reporting to the medical room, keeping a log of name, form tutor, reason for attending medical and what time student went back to lesson or was sent home.
* Dealing with accidents for both staff and students and keeping Line Manager informed.
* To provide First Aid when required.
* Completing an accident form when needed and maintaining a current First Aid Certificate.
* Maintaining supplies for first aid.
* Ensuring the student Medical Register is kept up to date.
* Liaising with parents/carers on all accidents and when necessary for sickness.
* Supporting students with more complex medical needs, e.g. epilepsy, diabetes.
* To ensure confidentiality of all medical information.
* Undertaking any training commensurate with the post.
* Ensuring policy is adhered to at all times.

**Main Areas of Responsibility and Guidance**

* To establish and maintain effective communication with all students, parents/carers, colleagues and other professionals.
* To support the registration system.
* To monitor late arriving students and deal with queries.
* To follow up student absences and lateness on a daily basis and make appropriate referrals.
* To identify non-attendance patterns and potentially vulnerable students and inform the Attendance Welfare Officer (AWO).
* To carry out home visits as required to students causing concern in terms of attendance and punctuality, providing parents/carers with necessary information and making appropriate referrals.
* To liaise as required with outside agencies, parents/carers, social workers, other schools and organisations in relation to information and attendance of excluded students, students attending alternative education provision, students attending college part time and to attend to queries as required by the AWO and SLT member with responsibility for Attendance.
* Coordinate poor punctuality detentions when required.
* To have an overview of the persistently absent students and inform the AWO weekly.

**Administration of Attendance:**

* To ensure the registers are taken daily; details from manual registers are inputted and problems reported as necessary.
* Produce a daily report highlighting those registers not taken, follow up on missing or inaccurate data directly with staff via email and email this information to the member of SLT with responsibility for Attendance.
* To ensure that absentees and late comers are correctly identified on a daily basis and parents/carers are contacted as necessary using Truancy Call.
* To follow up absences through requests for notes; update absence information; and file absence notes and/or other information such as doctor’s certificates.
* To send letters to parents / carers regarding attendance and / or punctuality as required.
* Run the poor punctuality reports and produce the poor punctuality detention lists for poor punctuality detentions.
* To take minutes/notes as required in attendance and/or punctuality meetings, draw up any plans required, and circulate necessary information.
* To maintain records and filing systems including student attendance files.
* To deal with correspondence promptly and as required.
* To ensure that penalty notices are use when appropriate and within the statutory guidance

**Pastoral Support:**

* To have an overview of truancy in and out of school and report on this at Pastoral Team Meetings.
* To receive all incidents of truancy and enter onto a spreadsheet so patterns can be established and follow up can be timely.
* To work with the HoYs on suitable sanctions and follow up in relation to truancy.

**General Administration:**

* To participate in relevant training and other learning activities and performance development as required.
* To keep up to date with developments and changes in legislation and guidance and communicate appropriate information to colleagues.
* First aid duty as required.

**Personal Qualities:**

* Reliable and conscientious with high expectations in line with the school;
* Demonstrate great communication skills with all within the school community;
* Neat appearance in line with the school policy;
* Ability to work as part of a successful team and work effectively under pressure;
* Have the determination and resilience to ensure that all students are challenged in all aspects of school life.

**Think Green:**

* Support the school in demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, recycling and waste reduction) wherever possible in day-to-day work.

**Safeguarding and Child Protection:**

* To reinforce and enforce the school commitment to safeguarding and promoting the welfare of children and young people.
* Uphold the duty of care to ensure that if there are any concerns relating to the welfare or safety of a child they are immediately relayed to the Designated Person(s) with responsibility for safeguarding children
* To follow up on the reasons for absence of persistently absent students ensuring that any required information / proof, GP consent letters etc are put in place.
* To arrange attendance panel meetings with the AWO, HoY parents / carers and any other agency as required.
* To work with the AWO on any timely intervention required for persistently absent students.
* To attend these meetings when the AWO is unable to do so.
* To attend Pastoral Team meetings and give an overview on Persistent Absenteeism to the team.
* to work with external agencies and all stakeholders for the benefit, safety and progress of the school community.

| **Essential** | **Desirable** |
| --- | --- |
| Good standard of education. GCSE or equivalent | Have a First Aid Qualification (or be willing to undertake one) |
| Excellent and professional oral and written communication skills | Awareness of Safeguarding and GDPR  |
| Effective use of ICT and other specialist equipment/resources | Ability to relate well to children and adults |
| Accuracy and demonstrable attention to detail | Ability to work independently and constructively as part of a team, understanding school roles and responsibilities and your own position within these |
| Understanding of the importance of confidentiality | Experience working in a school |
| Enthusiastic and self-motivated | Experience of working with SIMs |

We want all at SHS to believe in and maintain the values of our school:



Signed: ………………………………………………………………………………………… Dated: …………….……………………………