



**Executive Principal:** Dr Dayo Olukoshi, OBE

**Principal:** Mr Jamie Brooks

## **Job Description– Medical Welfare Officer**

*This job description does not form part of any employee's terms and conditions of employment and is not intended to have any contractual effect. As with all posts, the Principal will reserve the right to vary the precise responsibilities should the needs of the school change and opportunities arise.*

### **Main Professional Responsibilities**

- To lead on first aid provision and to make an assessment of the severity of the injury or illness and to liaise with the appropriate persons;
- Responsibility for the smooth running, monitoring and development of the Medical Centre systems, making sure the room is clean and orderly;
- To ensure students' medical information are updated and forwarded to relevant staff each academic year;
- To maintain confidentiality at all times;
- Liaising with senior staff across the school relating to medical issues for staff and students and to produce a weekly report to SLT highlighting any significant concerns;
- Effective communication with relevant departments and staff;
- To be responsible for arranging meetings with parents/health professionals to update/develop and maintain student care plans;
- To be responsible for ensuring all first aiders have up to date qualifications and arranging relevant training as required;
- To be responsible for the induction of newly qualified first aiders;
- To assist with the general welfare of students and staff;
- To be responsible for collecting information and keeping records of incidents and accidents and students general medical records;
- To maintain a log of all students and staff requiring first aid at the Medical Centre;
- To have a good knowledge of computerised systems;
- To accompany students to and from lessons, hospital and home where necessary;
- To be responsible for liaising with other agencies, including doctors, nurses and counsellors;
- To assist with organisation of medical, dental inspections, vaccinations and eye tests;
- Responsible for the professional and efficient functioning of the Medical Centre. This should include liaison with other first aiders and ensuring that all attend relevant re-qualification courses as and when required;
- To be responsible for the ordering of first aid kits and related equipment in the Academy and ensuring that first aid kits are located in the allocated areas and signposted;
- Toileting and related duties as required;
- To carry out such other duties that may be required from time to time.
- To ensure professional knowledge and skills are up to date and participate in any professional development;

### **Administrative Responsibilities**

- Undertake administrative tasks in relation to own work;
- Use Microsoft Office applications on a daily basis;
- Record information required for statistical purposes in an accurate and timely manner.

## **Requirements**

- Qualified First Aider;
- 5 GCSE's or equivalent including English and Mathematics;
- Be willing to undergo training and refresh skills;
- Experience of working with children;
- Ability to relate well and empathise with children;
- Able to support and encourage students;
- Able to develop and manage systems and procedures;
- Full working knowledge of relevant policies, codes of practice/legislation;
- Good ICT and record keeping skills;
- Ability to communicate effectively both orally and in writing;
- Organised and meticulous at maintaining accurate records;
- Ability to work independently and use own initiative;
- Able to act calmly at times of stress or pressure;
- Committed to the needs of students;
- Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect;
- Takes responsibility and accountability;
- Demonstrates a "can do" attitude including suggesting solutions and achieving expectations;
- Is committed to the provision and improvement of quality service provision;
- Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas and developing new skills.

## **Whole school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values, ethos and vision;
- Work with others to support students' development to secure outcomes.

## **Health, safety and discipline**

- Promote the safety and well-being of students;
- Maintain good order and discipline among students.

## **Professional development**

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of others;
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other staff.

## **Communication**

- Effectively communicate with students, parents and carers.

## **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school;
- To be committed to and involved in activities integral to the Trust's policies and duties;
- To promote at all times a positive image of people with learning disabilities and complex needs;
- To endorse the ethos and values of Brampton Manor Trust as an employee.

## **General duties and responsibilities**

- Notwithstanding the detail in this job description, the post holder will undertake such work as may be determined by the Principal and/or Board of Directors from time to time, up to or at a level consistent with the main responsibilities of the job;
- To keep linked senior staff fully informed of all matters that they are involved in and initiatives they undertake;
- To participate and attend meetings and training as appropriate including INSET days;
- To take an active role in own professional development in line with performance management objectives;
- To ensure confidentiality is maintained at all times;
- To work in accordance with all Academy procedures and policies and to adhere to the professional code of conduct for staff and quality standards for all staff including smart dress code;
- To actively promote the achievement of a smoke free Academy;
- To actively support Academy initiatives.

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## **Person specification for working at Langdon Academy**

***Langdon Academy seeks to appoint staff who will have the following proven qualities, or the potential to develop them. At interview, candidates will have the opportunity to demonstrate or give an account of these attributes.***

- The energy, dynamism and stamina to contribute fully to the life of a busy aspirational inner city school;
- Capacity for industry and initiative in both independent work and as part of a team of colleagues;
- Profound and continuing interest in supporting the needs of all students;
- Empathy with students across the age and ability range;
- Awareness and understanding of matters relating to the personal, social, health and emotional development of students at Langdon Academy;
- General knowledge of child protection issues and good practice, particularly relating to professional obligations on safeguarding the welfare of each child and avoiding guarantees of confidentiality in any disclosure;
- Capacity to deal sensitively with problems raised by students, in line with Langdon's pastoral policies and sanctions system, working in partnership with Langdon's designated pastoral leaders and SLT;
- Ability to create an effective rapport and a sound relationship with students, earning their respect and trust, but maintaining proper professional boundaries;
- Willingness and ability to liaise effectively and professionally between students, staff and parents when required, making accurate records of these exchanges;
- Patience and thoughtfulness to see any issues that may arise with students, parents or colleagues from a variety of perspectives;
- The ability to de-escalate difficult situations using different strategies, in line with school policies;
- Retain a sense of perspective and, on occasion, the invaluable ability to laugh at oneself.