

SENIOR SCHOOL DOCTOR

Working hours	7.30 am to 3.30pm on chosen two days per week
Location	Arabian Ranches 1 day per week Jumeirah 1 day per week
Holiday Entitlement	As per academic calendar
Reporting to	Director (subject to availability) Head of Administration and Governance

Job Scope

- Communication with parents, staff and health care providers/agencies, Dubai Health Authority, Ministry of Health regarding student health and medical issues.
- Provide recommendations to maintain a safe and healthy school environment.
- Involvement in curriculum planning and provision of health education for students with the support of school nurses and teaching staff.
- Attend JESS Committees as deemed necessary, e.g. Safeguarding Committee.
- Work in collaboration with the doctor and nursing staff to establish and maintain confidential health records for the students.
- In accordance with the Dubai Health Authority guidelines, assist the doctors with standard medical check-ups, as and when required.
- Ensure the safe administration of appropriate medication within the context of the school health office.
- Responsible for the clinical governance of the JESS Health Offices.

Safeguarding Statement

Safeguarding is everybody's responsibility. All staff working at JESS will have some contact with children and young people and will therefore be in a position of trust. Staff with teaching duties will be responsible for the students that they teach and may also have additional specific pastoral or other responsibilities for other students they do not teach. In addition, all staff will regularly interact with students who may seek assistance or otherwise interact with them whilst moving around the school. In all cases, staff have the responsibility for promoting and safeguarding the welfare of the students and must adhere to and always ensure compliance with the school's Safeguarding and Child Protection Policy and procedures to include whistleblowing and ensure all concerns are immediately passed on to the school's Designated Safeguarding Officer(s) (DSO).

Main Tasks and Duties

This not an exhaustive list of duties/responsibilities but is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Senior School Doctor will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Director and/or Head of Administration and Governance. The responsibilities outlined may be modified by the Director and/or Head of Administration and Governance, upon mutual agreement, to reflect or anticipate changes in the role:

- To lead and oversee both of the JESS Health Offices.
- To be responsible for the clinical governance of the JESS Health Offices.

- To provide professional medical services in line with the requirement of Dubai Health Authority and Government Authorities ensuring the Health Offices are responsive to change and development.
- To undertake and implement, Dubai Health Authority guidelines.
- To review, discuss and where appropriate/possible implement new guidelines set by Dubai Health Authority.
- To ensure that the Health Office staff undertake the professional medical duties for students within the context of JESS.
- To oversee the implementation of health educational awareness across JESS
- To collaborate with parents, staff and health care professionals regarding specific health concerns.
- To ensure that JESS Health Offices are compliant with all DHA rules and regulations and that all relevant licences are in place and renewed on time.
- To be responsible for the creation, maintenance and implementation of all Medical Policies associated with the Health Office.
- To lead staff with guidelines and training to maintain best practices.
- To assist in the recruitment of nurses and health office staff.
- To adhere at all times to the School's Safeguarding and Child Protection Policy ensuring all concerns are immediately passed on to the school's Designated Safeguarding Officer (DSO).

Ensure the provision of the following:

- A strong team and collegiate ethos in the Health Office,
- Staff have information regarding students who have significant health concerns
- Refer specific students to health care providers/agencies, if required.
- Conduct growth and development and vision screening for students.
- Participate in ongoing development to maintain current professional knowledge and practice and be provided with designated time to attend continuing medical education.
- Liaise with staff with regard to student health information.

Key Relationships

Internal

- Doctor
- Nurses
- Head of Governance and Administration
- Director
- Headteachers
- Students
- Teachers

External

- Parents
- Dubai Health Authority
- Dubai Municipality
- Health care providers/agencies

Person Specification

Qualifications and Experience:

- Medical Degree
- DHA Licence
- First Aid Qualified and updated PALS certificate
- At least 5 years paediatric experience in a school setting or clinic/hospital
- Experience using Microsoft Teams, Excel and iSAMS

Personal Qualities:

- Ability to provide an efficient and high calibre service to the school community in respect to all Health Office related matters.
- Ability to prioritise a changing and demanding workload whilst maintaining high standards of care to the school community.
- A positive, flexible, 'can do' work ethic.
- Tactful, discreet and a good listener.
- Ability to multitask and prioritise, planning own workload to fit around the needs of the Health Office team and schools.
- Strong teamworking and a willingness to collaborate.
- Have a commitment to ensuring high standards of work.
- Have confident and warm communication skills when communicating and responding to Parents, Students and Staff.
- Commitment to own personal professional development.
- Commitment to safeguarding and promoting the welfare of children and young people.

Application Process

Please send your CV and completed application form to recruitment@jess.sch.ae by **11 November 2024**.

The anticipated start date for this role is 27 January 2025.