



Wentworth

Primary School

Headteacher: Mr L. Pollock BA, (Hons) NPQH
Deputy Headteacher: Miss E Cooper BSc, PGCE

Welfare and SEN Assistant

Grade: Kent Range 4

Responsible to: Line Manager

Main Responsibilities

Leading on first aid and medical care and support for pupils, staff and visitors.

To provide an effective and efficient first aid service including the administration of medication to pupils.

Keeping accurate and up to date records manually and electronically for all pupils and staff in relation to first aid and medication.

To provide administrative and organisational support to the Inclusion Manager and in relation to SEN and Welfare issues

Carrying out administration tasks as required by the School Business Manager or Headteacher.

Key duties and responsibilities:

1. Provide administrative and organisational support to the Inclusion Manager including preparing documentation, drafting correspondence and record keeping.
2. To maintain and update pupil records relating to medical, welfare and SEN needs; sharing information with colleagues as appropriate
3. Under the direction of the Inclusion Manger, maintain and update medical care plans / Pupil Progress records / IEPs and other intervention plans
4. In conjunction with the School Health Service, coordinate medical examinations and immunisation programmes. Arrange in- school appointments with visiting medical / therapeutic practitioners – eg school nurse, physio, speech and language, play therapist, school counsellor
5. Keep and administer drugs/medication to pupils ensuring records are kept in accordance with School policy



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6. Liaise with parents and carers keeping them informed as necessary of students first aid incidents. Completing accident report forms where required.
7. Engage with medical professionals to undertake training in medical areas relevant to the needs of the pupils in school eg diabetes, epilepsy.
8. To provide personal care for children primarily in the Foundation Stage and lower years to ensure their physical needs are met, particularly with regard to hygiene, dressing and toileting, including changing nappies as required.
9. Assisting with special events in the school when required both during the school day and out of hours.
10. Responsible for the distribution and collection of vaccination forms, ensuring vaccination days run smoothly.
11. Call for ambulance if necessary.
12. To provide first aid to pupils, reporting and recording interventions in accordance with school procedure and notifying parents / colleagues as required.
13. To maintain adequate stocks and order medical supplies as required. Check/stock all first aid bags and the emergency grab bag.
14. Ensure staff first aid training is up to date and arrange courses when required. Publish a list of staff trained in first aid for display around the school.
15. Ensure the first aid room is kept tidy, safe and organised at any time during the day, keeping medication under strict control in a locked cupboard.
16. Be able to take on other roles in a busy school as required by the Headteacher commensurate with the level of responsibility for this role.

In additional all members of the school community are expected to:

- Display a commitment to child protection and safeguarding. Report to the headteacher any behaviour by colleagues, parents and children which raises concern.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

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Person Specification: Welfare and SEN Assistant

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	NVQ Level 2/3
EXPERIENCE	Proven administration experience
SKILLS AND ABILITIES	<p>Ability to work in an organised and methodical manner and maintain accurate records</p> <p>Demonstrate excellent organisational and communication skills.</p> <p>Use of good ICT skills with the ability to use MS packages, SIMS.net and other software packages (training will be provided)</p> <p>Ability to convey information clearly and accurately orally and in writing to a range of people</p> <p>Ability to take personal responsibility for organising day to day workload</p> <p>Ability to work effectively and supportively as a member of the school team</p> <p>Able to deal calmly, tactfully and effectively a range of people</p> <p>Ability to show sensitivity and objectivity in dealing with confidential issues</p>
KNOWLEDGE	<p>Demonstrate a basic understanding of the work of a school</p> <p>Demonstrate an understanding of SEN, medical and welfare issues in a school setting</p> <p>Knowledge of a range of computer applications – including work Word / Excel / Powerpoint / Sims</p> <p>Demonstrate an understanding of confidentiality and child protection issues in a school setting</p>



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