**Job Description: Welfare, Medical and Inclusion Officer, Wye School**

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| **1. ROLE TITLE** |  |
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| Job Title: | Welfare, Medical & Inclusion Officer |
| Reporting Line: | Assistant Principal (Pastoral), SENCO |
| Hours: | 37.5 hours per week, term time only (0.86 FTE), 8.00am - 16.30pm with an hour’s unpaid lunch break |
| Salary: | Up to £24,080 per annum (0.86 FTE), pro rata to the full-time equivalent of £28,000 per annum, dependent on experience |
| Closing Date: | Wednesday 29th March, 2023 |
| Interviews: | TBC |

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| **2. PURPOSE OF ROLE**  To provide support to the SEN, Attendance and Pastoral Teams as they work to support vulnerable and challenging students, and their families, in mainstream school life. This will include being assigned to individual students for emotional support, checking in on students through the school day, providing a drop in facility for those students, meeting their parents at school or on home visits with other staff. The role will be visible around site, going around and about during lesson change and break and lunch so that vulnerable students can approach you as needed.  This role will lead on medical issues (this does not mean personally doing all the first aid, but, ensuring that the school knows which students have medical issues and how they should be handled, keeping records, organising vaccination visits, supporting reception with the medical room). This role will also occasionally cover reception if regular staff are absent.  This role will work alongside the Behaviour for Learning Coach, who leads on the withdrawal room and providing one to one support to students, and will work with him to ensure that he is able to staff the withdrawal room and run one to one support for students as needed (with this role focussing on the welfare side of support).  Around this core role, occasional support for the wider school will include, depending on the strengths of the individual, break/bus duty, lunchtime and afterschool detentions, homework club, clubs and fixtures, supporting the PE department, Duke of Edinburgh Award and Combined Cadet Force, accompanying school educational visits and trips.  Mentoring and coaching students is part of the role (and training in this will be provided if needed), as is meeting their parents and external agencies, usually with SEN, Attendance or Pastoral staff. To be first responder when students are missing or distressed and their normal pastoral team members such as tutor and head of year are not available. To support reception with parents. |

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| **3. RESPONSIBILITES**  The post holder will be required to fulfil a range of supportive / administrative duties.  Key duties:   * Supporting students and families as assigned by the Assistant Principal Behaviour, in co-operation with the SENCO, Heads of Year and the Attendance Officer. * Coaching and mentoring of students and providing a short term drop in facility for those with emotional needs, alongside the Behaviour for Learning Coach. * Helping manage the behaviour of pupils whilst they are moving around the school site and in social times helping ensure a positive learning environment; with emphasis on those students identified as needing welfare support. * Lead on responding to alerts for missing or emotional students when their tutor and head of year are not available. * Support reception with parents. * Lead on medical matters. * Provide occasional absence cover for Reception team when required.   Day to day this will mean:  **Support for Students:**   * Working with individuals and groups of students, usually outside of the class. * Understanding and managing student welfare, supporting heads of year and the behaviour for learning coach with behaviour. * Providing advice, guidance and support for students where appropriate, in order to meet their individual wider needs, including health, personal care, and emotional wellbeing. * Supporting lunchtime supervision / activities. * Preparing resources to support individuals and groups with their welfare. * Performing administrative duties linked to support for students, such as completion of forms. * Attending meetings and reviews to support student progress. * Supporting a peer mentoring /coaching programme to develop leadership skills and role models.   **Support for Teachers:**   * Managing record-keeping related to medical issues, and welfare issues. * Providing support and coaching to teaching staff and other support staff on managing student welfare. * Organising positive reconciliation meetings between staff, parents and students. * Being aware of student learning, social and personal issues and reporting to teaching and other support staff as appropriate. * Liaising with parents to support positive partnerships with school, especially around welfare (attendance, mental health, social issues).   **Support for School:**   * Providing a variety of student services as needed to promote student welfare and medical needs. * Promoting the policies and procedures of the school at all times and contributing to their implementation. * Promoting and contributing to the overall ethos, work and aims of the school. * Sharing welfare and medical expertise and knowledge of students with staff and others. * Analysing data, including attendance and behaviour, to strategically identify students who require support with welfare and planning interventions for them, with support from the Attendance officer and Behaviour for Learning Coach. * Accompanying teaching staff and supervising students on trips, visits and out of school activities as required. * Attending relevant meetings as required. * Sharing responsibility for the health and safety of all students and adults at the school. * Ensuring full compliance with school expectations including Child Protection & Safeguarding, Health, Safety & Security, data protection & confidentiality (especially in relation to use of the internet and social networking sites)   **Medical Lead:**   * Being responsible for overseeing the management of students with a medical condition in school (not yourself being the first aider, but, having systems in place). * Capturing data on admission of students with known medical conditions. * Maintaining accurate records of students in school with medical conditions, i.e. Asthma, Diabetes, Epilepsy, allergies etc. and review and update termly/annually as appropriate. * Maintaining up to date Health Care Plans for students in school with known medical conditions and ensure same are signed by parent/carer and school nurse. * Being responsible for accepting all the medicines in school that are to be administered to students and keep accurate records detailing medicines held. * Being responsible for the safe storage of medicines in school and the disposal of unwanted/unused medicines. * Being responsible for liaising with school nursing team and arranging scheduling and running of vaccination programmes in school. * Organise training of first aiders and ensure accident reports are completed correctly. * Oversee Medical Room, ensuring regular stock audits are carried out and that all policies and records, including accident reporting, are kept up-to-date.     Any other duties required, commensurate with the responsibility and level of this post. |

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| **5. INDICATIVE KNOWLEDGE, SKILLS AND EXPERIENCE**     * Ability to work with a team * Calm, confident behaviours around children and young adults * Flexible and adaptable with the ability to use initiative. * An inclusive ethos, willing to learn school behaviour systems and apply them consistently, and ask for support when needed. * An ability to communicate clearly using standard English, GCSE 'C' grade or equivalent in English and Maths. * Good IT skills and working knowledge of MS Office software. * Willingness to learn areas that you are not yet familiar with. |