

## Fortis Trust – Job Description

### POST TITLE

Medical and Welfare Assistant

### RESPONSIBLE TO

1. The Medical and Welfare Lead
2. Deputy DSL
3. Assistant Principal (Behaviour and Culture)

### PURPOSE OF JOB

The Medical and Welfare Assistant, under the direction of The Medical and Welfare Lead will assist in:

- Providing medical and first aid care and support programmes.
- Assisting teachers and TAs in the management of students to ensure their health needs are fully met.
- Ensuring students are not prevented from accessing the curriculum due to medical needs.
- Maintaining functional levels of medical supplies.
- Assisting in the smooth running of the Medical Room.
- Maintaining accurate and timely medical logs and records.
- Supporting in the delivery of relevant medical training to staff.

If the Lead medical Practitioner is absent, a Medical Assistant may be asked to deputise, as directed by the Principal and the Trustees.

### 1. APPLICABLE CONTRACT TERMS AND DUTIES

- 1.1 This job description is to be performed in accordance with the locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment, copies of which are available on request.

### 2. RELATIONSHIPS

- 2.1 The post holder is responsible to the Academy Lead Medical Practitioner, the Deputy DSL and the Assistant Principal (Behaviour and Culture).
- 2.2 Establishing and developing positive relationships with members of the academy community to ensure students are fully supported.
- 2.3 Develop effective relationships with fellow professionals.

### 3. DUTIES AND RESPONSIBILITIES

#### Qualities and Knowledge

- 3.1 To ensure the effective communication of Bradfields Academy's and Fortis Trust's philosophy, aims and policies to staff, students and outside agencies.
- 3.2 Support with the day to day management of the Medical provision.

- 3.3 Lead by example for all within the academy, holding and articulating clear values and moral purpose, and focusing on providing excellent pastoral support for all students.
- 3.4 Establish constructive relationships with parents/carers.
- 3.5 Build positive relationships with all members of the academy community, showing positive attitudes.
- 3.6 Seek training and continuing professional development to meet your own and the academy's needs.

### **Support for Students**

- 3.7 Promote an environment where the safeguarding of students is paramount.
- 3.8 Supervise and provide First Aid and Medical Support for students, including those with additional special needs, ensuring their safety and access to learning activities Establish constructive relationships with students and interact with them according to individual needs.
- 3.9 Dispense medication according to authorised prescribed dosages and legal framework.
- 3.10 Development and implement Personal Care and Medical Plans and programmes under the direction of the Medical Lead.
- 3.11 Provide detail for the development and implementation of Individual/Behaviour Plans and programmes.
- 3.12 Establish constructive relationships with students and interact with them according to their individual needs.
- 3.13 Promote the inclusion and acceptance of all students.
- 3.14 Encourage students to develop appropriate levels of personal hygiene and a healthy diet.
- 3.15 Set challenging and demanding expectations and promote self-esteem and independence.
- 3.16 Provide feedback to students and their Parents/Carers in relation to First Aid/ Medical Provision and any treatment that has been given/required.

### **Support for Staff**

- 3.17 Create and maintain a purposeful, orderly and supportive Medical Room environment, in accordance with student needs.
- 3.18 Monitor student health related issues and accurately disseminate detail.
- 3.19 Provide detailed and regular feedback to teachers on all issues related to student's health and welfare.
- 3.20 Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.

- 3.21 Establish constructive relationships with Parents/Carers.
- 3.22 Provide detail as and when required for Education Health and Care Plan Meetings.
- 3.23 Provide clerical/admin support in respect of Medical Care and all liaisons with Medway Children's Services, NHS and PCT.
- 3.24 Ensure that regular Medical Interventions for students are recorded on SIMS.
- 3.25 To participate in arrangements made by the Principal for the appraisal of his/her own performance and that of their team members, through Performance Management.

### **Support for the Curriculum**

- 3.26 Support the Academy Curriculum model in ensuring that all work carried out is in line with supporting 'pillars'.
- 3.27 Model good practice in ensuring the identified non-negotiables are adhered to, where appropriate, within the medical provision.

### **Systems and Processes**

- 3.28 Ensure that the academy's systems, organisation and processes are followed consistently and to a high standard.
- 3.29 Assist with the development and implementation of Personal Care & Medical programmes.
- 3.30 Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protections, reporting all concerns to an appropriate person.
- 3.31 Contribute to the overall ethos/work/aims of the Trust.
- 3.32 Appreciate and support the role of other professionals.
- 3.33 Attend and participate in relevant meetings as required.

### **The Self-Improving Academy System**

- 3.34 Support in the construction and update of the Academy's Medical policies and procedures under the guidance of the Medical Lead.
- 3.35 Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- 3.36 Liaise with other Health Professionals and advise them/Parents and Carers/Staff of any health related issues to support students and to develop the quality of practice at Bradfields and The Trust.
- 3.37 Contribute to the overall ethos/work/aims of the academy and the Trust.
- 3.38 Appreciate and support the role of other professionals.
- 3.39 Attend and participate in relevant meetings as required.

- 3.40 Participate in training and other learning activities and performance development as required.
- 3.41 To assist in the provision of training to staff in People Moving and Handling and ensure all certificates are up to date.
- 3.42 Assist with the supervision of students out of lesson times, including before and after school and at lunchtime.
- 3.43 Be responsible for the checking and re-stocking of first aid boxes and PPE equipment in classrooms.
- 3.44 Be responsible for contributing to completion of accident forms reporting incident involving students and staff.

### **Training**

- 3.45 Undergo training to develop and maintain the knowledge and skills required to carry out the role to a high standard including Paediatric First Aid Training, Manual Handling Train the Trainer and Managing Medications in Schools.
- 3.46 Undergo yearly Safeguarding, FGM, Prevent and other relevant training and updates as required by the Local Authority.
- 3.47 To take responsibility for enhancing your own professional development through the pursuit of qualifications and trainings relevant to the role.
- 3.48 To support in the training of all staff where a need has been identified and to participate personally where appropriate.

## **4. COMMUNICATION AND CONSULTATION**

- 4.1 To promote and foster good relationships and effective liaison with Teaching Assistants across the academy.
- 4.2 To develop positive relationships with parents/carers to support student progress.
- 4.3 To promote and foster good relationships and effective liaison with other Trust Staff to support student progress.
- 4.4 To promote goodwill and positive public relations with individuals and groups in the local area and the wider community.

## **5. OTHER RESPONSIBILITIES**

- 5.1 To carry out any other 'reasonable' duties as designated by the Principal.
  - 5.2 To work in accordance with the full detail of the Staff Handbook.
  - 5.3 To engage in all aspects of the academy's function with a high level of professional conduct.
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## 6. NEGOTIATED RESPONSIBILITIES

- 6.1 The following responsibilities have been negotiated and agreed by the CEO and the post holder. These may be re-negotiated or amended by either side, according to the needs of the Trust.
- 6.3 To be a member of the Lead TA Team (LTAT) and to attend all appropriate meetings and events.

Updated September 2023

### Notes:

This job description may be amended at any time in consultation with the post holder.

**Next Review Date:** September 2025

**CEO's signature:**



**Date:** 15/09/2023

**Post holder's name:** \_\_\_\_\_

**Post holder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_