



PRINCIPAL: MR JOHN McPARLAND BD PGCE MA NPQH

**STUDENT WELFARE OFFICER**  
**Full Time - Term Time Only (37 Hours per Week) + 1 week**

**JOB DESCRIPTION**

**Post:** Student Welfare Officer

**Responsible to:** Director of Finance and Operations

**Reporting Lines:**

This position will report to the Director of Finance and Operations and will have the following position/s reporting to him/her:

- Welfare Assistant

**Responsibilities:**

- Managing the Welfare Assistant and supporting the Physical Impairment Teaching Assistants by coordinating and deploying the support where appropriate.
- Liaising with external agencies (Physiotherapists, Occupational Therapist, NHS etc.) to seek advice and training where needed. Researching and publishing information on students' conditions and medical needs, and disseminating this information to appropriate staff.
- Responsibility for ensuring that relevant staff are up to date with moving and handling and other relevant training courses, and to give advice, guidance and management strategies to all staff regarding students with medical needs, including being evacuation chair trained and that Health & Safety and Fire evacuation policies and procedures are followed.
- To liaise with the parents of students with medical needs and to care for those students needs to enable them to be fully included in every day Academy life.
- To keep the Assistant Principal – SENCO fully informed of all issues regarding any students with any Medical or Welfare needs and for their care and wellbeing across the Academy.
- To work in close liaison with the Welfare Assistant in general first aid and health and safety issues across the 2-19 Academy.
- To be responsible for and oversee the lifting and handling team to ensure that the physiotherapy is being undertaken safely and efficiently.
- Responsible for ensuring that the Management Information System is kept up to date with regard to all students with medical needs and their record keeping and care plans.

- Management and deployment of medical welfare student care plans including management of medication, its distribution, containment and disposal complying with Academy and HSE policies and procedures.
- To assist the Director of Finance & Operations in ensuring the Academy has sufficient First Aid cover and qualified First Aiders at all times.
- To complete or undertake, to the standard required, any other tasks or duties as required by the Senior Leadership Team.

### **Personal Qualities and Attributes:**

This position requires the following personal qualities and attributes:

- To contribute and be part of the Christian ethos for The Academy and be positive towards the Academy's goals. This position must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people.
- To communicate effectively, professionally and in a friendly manner with staff, pupils/students and parents.
- To be an ambassador for the Academy in dealing with external persons, and to be an admired and respected member of the team by internal staff and pupils/students.
- To enjoy helping others and be able to cope with work pressure points, disruptions and things going wrong, in a professional, calm and measured manner.
- To be highly motivated and to have a flexible approach towards work and working hours.
- First Aid trained (full 4 day course as a minimum) including automated external defibrillation training and EPI Pen training.
- Children handling and Manual Handling training.

**This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder and subject to the approval of the Principal and Governors.**



The Diocese of  
Canterbury



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