

PRINCIPAL: MR JOHN McPARLAND BD PGCE MA NPQH

**STUDENT WELFARE OFFICER**

**Term Time Only + 1 week**

**JOB DESCRIPTION**

**Post:** Student Welfare Officer

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

**Responsibilities:**

* To manage the Medical Welfare suite in the Secondary Campus and to support the Primary Welfare Assistant as required.
* To ensure the Medical Welfare suite is fully provisioned and all equipment and services are maintained in line with operating guidelines.
* To be the first point of contact for students seeking medical assistance during the Academy day and to

support staff offering first aid to students around the Academy.

* To maintain accurate records, to record all visits to the Welfare Suite and the action taken, together with follow up as required.
* 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 work with parents to prepare student medical support plans relating to specific health needs both long term and short term.
* To manage medication, its distribution, containment and disposal complying with Academy and HSE policies and procedures.
* To keep the Pastoral Team fully informed of all issues regarding any students with any Medical or Welfare needs and for their care and wellbeing across the Academy.
* 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 work with the NHS Immunisation Team to effectively manage immunisation days and to seek advice from Public Health England on infectious diseases as required.
* To liaise 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.
* To provide general support on first aid and health and safety issues across the 2-19 Academy.
* To assist the Director of Finance & Operations in ensuring the Academy has sufficient First Aid cover and qualified First Aiders at all times.
* To keep abreast of developments in school health and medical care and to advise Senior Leaders as required.
* 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 3-day course as a minimum) including automated external defibrillation training and EPI Pen training.
* Handling Medication training is beneficial.

**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**