## Job Description

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| Job Title: | Student Welfare Officer |
| Reference: | X00115 |
| Reports to: | Vice Principal – Safeguarding Lead |
| Responsible for: | No line management |
| Salary range: | Academy band C-D depending on experience (£19,100-£20,893 pro-rata) |
| Contract: | Full time, term-time only,  |

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| Main purpose of the role: | The Student Welfare Officer can expect to be the first member of staff to be approached by students with problems of a first aid or medical nature.  |
| Main duties: | 1. Organisation and management of an effective Student Welfare Office including continuous review of systems, procedures and policies.
2. Liaising with the Head of Year, Tutors and, where appropriate, the Director of Inclusion to communicate concerns and provide support to students and parents experiencing difficulties.
3. 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.
4. Oversee the stocks in the first aid cupboards and boxes ensuring that they contain all necessary equipment, placing orders for additional equipment/supplies as necessary
5. 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.
6. 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.
7. Responsibility for the accuracy, security and confidentiality of all welfare data and records
8. To keep the Assistant Principal – Director of Inclusion and Vice Principal-Safeguarding Lead fully informed of all issues regarding any students with any Medical or Welfare needs and for their care and wellbeing across the Academy.
9. To work in general first aid and health and safety issues across the 3-19 Academy.
10. To maintain thorough records and be responsible for ensuring that the Management Information System is kept up to date with regard to all students with medical needs and their care plans, as well as other visitors to the Welfare Suite.
11. 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.
12. To assist with ensuring the Academy has sufficient First Aid cover and qualified First Aiders at all times.
13. To assist with other admin duties as requested.
14. Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Principal.
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|  | **Essential** | **Desirable** |
| Qualification | * Hold a relevant medical qualification
* Evidence of Continuing Professional Development relevant to the role.
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| Experience | * Experience of supporting pupils/students of differing abilities and backgrounds.
* Experience of working with children with complex needs.
 | * Have experience of implementing a variety of de-escalation strategies in challenging situations involving young people.
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| Skills | * Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals.
* Demonstrable ability to communicate effectively in both oral and written form - for writing learning and support plans, reports on pupil/student progress, and training and guidance for staff.
* Data and IT literate with good IT skills.
* Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload.
* Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of pupils/students and parents.
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| Qualities | * Able to confidently liaise with senior colleagues including in formal settings.
* Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures.
* Personal and professional authority and resilience.
* Able to credibly challenge established assumptions and ways of working and make a valuable contribution to influencing organisational culture.
* Empathetic, tactful and diplomatic.
* Solution focused, working collaboratively and collegially with colleagues and stakeholders.
* Excellent inter-personal skills.
* A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments.
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