



Job description: Welfare Assistant Medical

We are looking for an ambitious, resilient, determined and proactive person to join our excellent school team to take on the important role of caring for children. You will work effectively as part of a school team, building excellent relationships with families to consider the best possible outcomes to support our families.

Job details

Salary: £22,737 - £23,114 pro rata, plus London Weighting.

Hours: 9.15 am – 2.45pm daily

Contract type: Permanent term-time only

Reporting to: The Deputy Headteacher

Closing date : 15 November 2024 Noon

Interview Date : 21 November 2024

Start Date : 02 December 2024 or as soon as possible after this date.

Main purpose

The welfare assistant is responsible for providing first aid and emergency care to pupils as needed, ensuring all incidents are documented and reported appropriately. Establish and maintain positive communication with parents regarding their child's health and wellbeing. Work closely with teachers and support staff to ensure that pupils' health needs are integrated into their educational plans.

Duties and responsibilities

Administration , Record Keeping and Compliance

General Duties

- **Adhere to Policies:** Follow all school policies and procedures, particularly those related to health and safety, safeguarding, and confidentiality.
- **Record Keeping:** Maintain accurate and confidential records of pupil medical information and incidents in line with the school's Records Management Policy. Procedures
- **Liaison:** Work collaboratively with school staff, parents, and external health agencies regarding pupil health and wellbeing.
- **Support Transitions:** Assist pupils and parents during transition periods, ensuring a smooth adjustment to new environments.
- **Promote Wellbeing:** Advocate for the school's vision and ethos, promoting inclusivity and acceptance among all pupils.
- **Training Participation:** Attend relevant training sessions and continuous professional development (CPD) activities to stay updated on health-related issues and policies.

Medical Support

- **First Aid:** Provide first aid and emergency care to pupils as needed, ensuring all incidents are documented and reported appropriately.
- **Health Monitoring:** Monitor and assess the health needs of pupils, including chronic conditions and allergies, and implement appropriate support measures.
- **Medical Administration:** Administer prescribed medications to pupils in accordance with school policies and parental consent.
- **Health Education:** Provide information and education to pupils about health, hygiene, and wellbeing practises.
- **Referral Management:** Refer pupils to external health services when necessary, following up to ensure appropriate care is received.

Support for Pupils

- **Individual Support:** Offer one-to-one support for pupils with specific health needs, ensuring their medical requirements are met during school hours.
- **Emotional Wellbeing:** Provide support for pupils' emotional health, helping to identify and address any mental health concerns.
- **Crisis Management:** Respond to health crises or emergencies, coordinating with emergency services and school leadership as required.
- **Encourage Independence:** Foster self-management skills in pupils regarding their health and wellbeing, promoting independence where appropriate.

Communication

- **Parent Liaison:** Establish and maintain positive communication with parents regarding their child's health and wellbeing.

- **Staff Collaboration:** Work closely with teachers and support staff to ensure that pupils' health needs are integrated into their educational plans.
- **External Agency Coordination:** Liaise with external health professionals and agencies to ensure comprehensive support for pupils.
- **Confidentiality:** Maintain confidentiality in all communications regarding pupil health matters, adhering to data protection regulations.

Administrative Duties

- **Health Records Management:** Keep accurate health records for all pupils, ensuring compliance with legal and school requirements.
- **Attendance Monitoring:** Monitor pupil attendance related to health issues, reporting any concerns to the relevant head of year.
- **Reporting:** Prepare reports on health incidents and trends for school leadership, contributing to the overall health strategy of the school.

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • NVQ Level 2 or equivalent in Health and Social Care or Childcare (D) • First Aid Qualification (D) Training will be provided • GCSE or equivalent level, including at least a Grade C in English Language (E) • GCSE or equivalent level, including at least a Grade C in Maths (D)
Skills and Knowledge	<ul style="list-style-type: none"> • Understanding of child development and health needs (E) • Excellent communication skills, both verbal and written (E) • Ability to work collaboratively with staff, parents and external agencies (E) • Strong organizational skills and attention to detail (E) • Empathy and a caring attitude towards pupils (E) • Ability to remain calm and composed in emergency situations (E) • Commitment to promoting the welfare and safeguarding of children (E)

Personal qualities	<ul style="list-style-type: none"> • Willingness to provide the best possible opportunities for all pupils (E) • Organised, proactive and self-motivated (E) • Good time management skills (E) • Commitment to upholding and promoting the ethos and values of the school (E) • Ability to work under pressure and prioritise effectively (E) • Ability to maintain confidentiality at all times(E) • Committed to safeguarding, equality, diversity and inclusion(E)

D-Desirable

E-Essential