



Everyone a leader, everyone a learner.



Medical and Welfare Officer

37 hours and Permanent

C1: £22,183 - £24,491 Full Time

C1: £18,598 - £20,533 (TTO + 2 days)

Required as soon as possible

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 roydsschool

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Headteacher's Welcome

Our staff team is our greatest asset; I am incredibly proud of them and the impact that they have on our students. Everyone at Royds is a leader and a learner and we value everyone equally, regardless of the role

I would like to thank you for taking the time to read our application pack, we appreciate that applying for jobs is a time-consuming process. Please get in touch if you have any questions.



Recruitment Timeline

Closing Date:

Thursday 22nd October – 9am

Interview Date:

Tuesday 3rd November





Medical and Welfare Officer Job Description

Post Title:	Medical and Welfare Officer
Grade:	C1: £22,183 - £24,491 for full time C1: £18,598 - £20,533 Actual Salary for TTO + 2 days
Conditions:	Term time only and permanent. Two additional INSET days or equivalent must be worked during the academic year. 37 hours per week which will be 08:00 – 16:00 hours (15:00 on a Friday) unless otherwise agreed by the Headteacher.
Accountable to:	Responsible to the Headteacher, nominated member of the Senior Leadership Team.

Purpose of the Job

- Be part of a Student Services team that supports all aspects of the welfare of young people.
- Lead on whole school First Aid provision and responsive medical care.
- Lead the care of students with both long and short-term medical conditions ensuring their needs are met and appropriate compliance measures are in place.
- Lead the whole school promotion of health (both mental and physical) and wellbeing.

Responsibilities

Our job descriptions are structured around the school values. Please refer to the school information pack for more details.

Aspiration: Dream Big

- Work with pastoral staff, students and their families to ensure their safe reintegration following injury or illness.
- Advise students on health issues and promote health and wellbeing throughout the school.
- Run initiatives to promote health as and when appropriate e.g. sun cream in summer.
- Offer appropriate support to families and young people which enables them to engage fully in education provision and to contribute to multiagency working groups.

- For students with significant medical conditions, where appropriate, liaise with careers services and other professional in supporting student's future plans.
- Participate in appraisals in line with the school performance management policy.
- Keep abreast of the latest developments in education and medical support.
- Demonstrate a commitment to continuous development, identify opportunities for professional development and undertake training opportunities where appropriate.
- Present a positive personal image, contributing to a welcoming school environment.
- Accompany teachers and classes on educational visits.

Resilience: Bounce-back-ability

- Be trained in Early Help and, working with other Student Services staff, initiate or contribute to assessments for students where medical needs are a significant factor.
- Work on a one to one basis with students who may need comforting or calming down after being withdrawn from conflict situations or with medical conditions.
- Offer appropriate support to families and young people which enables them to engage fully in education provision and to contribute to multi agency working groups.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Support staff risk assessments and management of medical conditions.
- Set challenging and demanding expectations and promote self-esteem and independence of both yourself and others.
- Act as a role model by modelling outstanding attendance and resilience.
- Manage and prioritise your own workload in line with service requirements.
- Share corporate responsibility for the implementation of school policies and practices.

Respect: Communicate with Kindness

- Administer first aid in caring for injuries, comforting children with emotional difficulties, following and planning student support methods.
- Establish constructive relationships with students and interact with them according to individual needs
- Assist students as necessary with personal hygiene routines.
- Work with parents of students with health concerns to ensure maximum student participation.
- Arrange annual reviews, when required, ensuring all relevant professionals are invited.
- Participate in medical care plan meetings with parents and medical professional assisting in the enabling an individual medical care plan to be produced.
- Be responsible for the maintenance and review of care plans within school and ensuring that it is carried out in accordance with the instructions given.

- Conduct risk assessments for students with medical conditions and, where required, complete PEEP documentation.
- Interview students, parents and others at school, at their home or any other venue.
- Make referral to, to liaise and collaborate in joint work with other practitioners, educational colleagues, local agencies and community groups in relation both to individual cases and aspects of children's general welfare.
- Support the Attendance Improvement Officer in working with medical conditions that impact on their attendance.
- Supporting the Attendance Improvement Officer in undertaking home visits and collecting students from home to attend the school.
- Ensure good lines of communication exist with third party providers when students are based off-site with particular reference to medical conditions and welfare.
- Deal with routine student enquiries in Student Services e.g. uniform, copies of letters, equipment, planners,.
- Provide clerical, secretarial and administrative support within the Student Services team including drafting papers / reports / presentations, research and collating information, filing, photocopying.
- Attend and participate in regular meetings, and in training and other activities as required.
- Attend meetings with line managers as required.
- Ensure promotion and support of Equal Opportunities and Health and Safety.
- Maintain confidentiality inside and outside the school.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to safeguarding procedures.
- Any other duties as required by the Headteacher.

Initiative: Problem Solving

- Have overall responsibility for the management and organisation of the medical room and ensure that the room is well resourced and order new resources as required.
- Act as the primary first aider and coordinating support from other First Aiders ensuring all first aid administered is recorded appropriately.
- Complete checks and monitoring of equipment such as first aid kits, defibrillators etc.
- Be responsible for and ensuring all staff complete the appropriate accident reporting procedures following incidents and that they sent to the appropriate people alerting the Business Manager to any patterns, trends or concerns.
- Maintain records of student health concerns and train staff (or arrange training) as appropriate e.g. use of epi-pen, procedures for asthma attack etc.
- Liaise with pastoral and SEN teams to manage updates to the medical registers and medical alerts on SIMS, to ensure all records are accurate and current.
- Be responsible for (and ensure the safe keeping of) medicines and the required documentation and dosage records.
- Assist students undertaking programmes of special care such as physiotherapy under the direction of the appropriate specialist.

- Carry out other health related procedures as required and in accordance with training provided.
- Ensure policies relating to medical issues are up to date and advise School Leadership Team and Governors accordingly.
- Liaise with the school nurse, visiting health professionals and other medical services in relation to routine medical screenings and organise such sessions in school.
- Ensure accurate, confidential and up-to-date records of medical events such as student sickness, drugs administration or inoculation are maintained.
- Complete any statutory medical returns required by the LA or Health Authority.
- Collate medical slips relating to school visits and trips and ensuring that adequate medical provision is organised for all off site trips.
- Provide a customer-focused, professional reception service providing information and assistance to, and with, all staff, parents/carers, students, members of the public and other agencies as required. This includes dealing with enquiries and taking appropriate action using your own initiative, and the resolution or passing on of complaints to the appropriate member of staff.
- Oversight of administrative support systems students with medical conditions.

Reflection: Never Stop Learning

- Supervise and provide particular support for students, including those with medical needs, ensuring their safety and access to learning activities
- Have an overview of first aid training and ensure all staff are up to date with relevant training.
- Work with students with health concerns and support them to ensure appropriate attendance at lessons and continuance with learning.
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop and contribute to overall ethos / work / aims of the school.
- Contribute to the identification and running of appropriate out of school learning activities which consolidate and extend work carried out in class.
- Support staff training in managing medical conditions, contributing to the school induction programme.
- Work with Leadership to source necessary training course and suppliers.

Relationships

The post-holder will be required to work flexibly to deliver an efficient service. There will be regular contact with students, colleagues, other members of staff, line managers and internal and external customers.

Physical Conditions

The post is currently based at Royds School which has access by stairs and is accessible by disabled persons to the ground floor by a portable ramp on request.

The school operates a non-smoking policy.

Economic Conditions

Grade:	C1
Annual Leave:	22 days per annum plus 8 statutory holidays pro rata for part time employees. An additional 5 days leave is given after 5 years continuous service
Conditions:	Local Agreement for Superintendents and NJC Conditions apply

Safeguarding

Royds School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to an enhanced Disclose and Barring Service check and Prohibition List check.

Prospects

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

The school encourages training both in-house and external to meet the needs of the individual and of the school.

Conclusion

The job description is current but recognises that while every effort has been made to explain the main duties and responsibilities, each individual task may not be identified. It is recognised that technological changes and advancements make it impossible. Therefore, in consultation with the post holder, it may be amended to reflect or anticipate the changes in the role.

Job description prepared by:	Kate Davison	07/10/20
Job description reviewed by:	Claire Robbins	07/10/20



Medical and Welfare Officer Employee Specification

Post Title:	Medical and Welfare Officer
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In order to effectively undertake the responsibilities required for the above role (see job description), the attributes below have been identified as important for the post holder. These attributes will be identified by means of the application, interview and references as appropriate.

Mode of Assessment	A = Application, I = Interview, C = Certificate, O = Observation, T = Task	Essential	Desirable
Qualifications			
A	Demonstrable levels of numeracy and literacy equivalent to GCSE (A-C).	X	
A I	Evidence of additional, relevant qualification(s).		X
Experience			
A I	Experience of working as part of a team.	X	
A I	Experience of organising work tasks and duties to meet appropriate service standards e.g. in terms of timeliness, accuracy and customer care.	X	
A I	Evidence of recent and relevant training in managing conditions such as epilepsy, diabetes or asthma.		X
A I	Knowledge of Early Help and wider multiagency support available to families.		X
A I	Experience of working with young people in a school or education environment		X
A I	Experience of working with students with additional needs		X
A I	Experience of working effectively with children, young people and families in challenging circumstances.		X

Mode of Assessment	A = Application, I = Interview, C = Certificate, O = Observation, T = Task	Essential	Desirable
Experience (continued)			
A I	Experience of contributing to / writing medical plans, medical risk assessments and PEEPs.		X
A I	Use of risk assessments in the workplace.		X
Skills			
I	The ability to write to a good standard of English, including excellent report writing skills.	X	
A I	Able to demonstrate sensitivity, diplomacy and tact particularly when dealing with the more sensitive issues	X	
A I	Ability to work with students and have a real interest in the issues faced by this age group.	X	
A I	Effective oral and written communication skills.	X	
I	Excellent interpersonal skills both in working relationship with young students and in forming effective professional relationships with a wide range of contacts.	X	
I	Deal with sensitive issues in a confidential manner.	X	
A I	Ability to work under pressure and remain calm and be good at problem solving	X	
A I	Work as part of a team but take initiative and work independently when needed.	X	
I	Take responsibility for the quality of work acknowledging mistakes, find solutions and learning from the experience.	X	
Knowledge			
A I	Knowledge of other agencies able to support students with specific vulnerabilities and how to access this support.	X	
A I	Knowledge of the regulatory frameworks around supporting students with medical conditions.		X
A I	Experience of the Early Help and its use to support families and students.		X
A I	Excellent knowledge of safeguarding practice and procedures.		X

Personal Attributes			
A I	Work well as a part of a team, as well as on your own initiative	X	
A I	High levels of honesty and integrity and an awareness of the importance of confidentiality	X	
A I	Possess an interest in education and the ability to develop a positive working relationship with young people	X	
A I	Flexibility and willingness to be adaptable in addition to being accessible, approachable and demonstrating an enthusiastic attitude.	X	
A I	Willing to take personal responsibility and abide by the School's Equal Opportunities and Health and Safety Policy.	X	
A I	Be a good role model to children and families.	X	
Safeguarding Children			
A I	Ability to maintain appropriate relationships and personal boundaries with children and young people.	X	
A I	Emotional resilience when working with challenging behaviours and appropriate attitude to the use of authority to maintain discipline.	X	
A I	Understanding of the importance of safeguarding and child protection and its impact on this role.	X	

Royds School is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to an enhanced DBS with barred list check as well as a Prohibition List check.

Job description prepared by:	Kate Davison	07/10/20
Job description reviewed by:	Claire Robbins	07/10/20



**#LIVE
LOVE
LEARN**

Staff Voice

I am proud to be part of a school that lives its values, and develops its students' love of learning.

Royds