**Medical Welfare Officer**

**JOB DESCRIPTION**

**Role Purpose:**

The purpose of this role is to manage the medical needs of students in line with academy policies and procedures.

**Key Accountabilities:**

Reporting to the Deputy Designated Safeguarding Lead (DSL), this post holder will be accountable for:

* To maintain accurate student medical records and ensure that all student medical information is managed in line with processes and procedures. To create and maintain medical support plans, where appropriate.
* To provide First Aid in emergency situations and to administer medicines, as directed.
* To contribute to strategies to support students and ensure that students medical needs are not barriers to learning.
* To liaise with staff, students, parents and multi-agency partners to ensure that attendance and admissions processes are accurate and fit for purpose.
* To offer dietary and nutritional advice and guidance to parents, staff and students
* To develop active partnerships with agencies to support students with medical needs, or concerns.  E.g. Local Authority and Government Agencies, Health and Children’s Services, Voluntary Groups, Parent & Carer Organisations. This includes working with the LA school nurse to ensure that student Care Plans are accurate, fit for purpose and up to date.
* To deal with day to day student medical or welfare needs and ensuring that absences for medical reasons have a minimal impact on student’s attendance or learning
* To liaise with parents/carers and health professionals to ensure that the medical needs of students are appropriately met by the Academy and provide information, advice and guidance (both internally and externally), in line with academy policies and procedures.
* To co-ordinate the Academy whole school immunisations programme, as directed by the local health authority.  (Note this does not entail administering immunisations)
* To co-ordinate the Academy’s First Aid provision.  Liaising with the Health and Safety manager to arrange training and ensuring all equipment and stocks are procured and maintained.
* To support the Academy’s Health and Safety policy and procedures.  With support from the Health and Safety manager, ensure that the Accident Book is maintained and events are reported, in line with health and safety legislation.
* To train other appropriate staff to administer support to students with specific medical needs.
* To liaise with SENCo, Attendance Officer, Progress Leaders and other pastoral staff to ensure that relevant information is shared and used professionally to support student’s pastoral needs.
* To actively promote health and welfare issues to students and the wider academy community. This work will support students to make informed choices about healthy eating, fitness and their emotional and mental well-being. They have an age-appropriate understanding of healthy relationships and are confident in staying safe from abuse and exploitation.
* To promote the benefits of a healthy and balanced diet. To offer dietary and nutritional advice and guidance to both staff and students, including parents/carers.

**Promoting a positive attitude towards attendance and punctuality**

* Challenge and motivate pupils to make positive choices about their learning/behaviour/attendance needs
* Offer individual and small group focused work to raise attendance and improve punctuality
* Ensure parents/carers are aware of their statutory responsibilities by providing information and advice
* Support the Academy strategic attendance plan and targets with colleagues through regular liaison, providing information and supporting CPD on attendance policies, procedures and relevant issues.
* Recognise good attendance using the Academy’s reward system

**Culture**

* Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT’s policies and procedures, reporting all concerns to an appropriate person.
* Responsible for working in accordance with E-ACT’s policy relating to the promotion of Equality, Diversity and Inclusivity

Undertake any other duties appropriate to the grade of the post as requested by your Line Manager

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

**PERSON SPECIFICATION**

Whether you’re a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

* We want everyone to ***think big*** for yourselves and for the world around you;
* We want everyone to ***do the right thing*** in everything you do, even when this means doing something that’s hard, not popular or takes a lot of time;
* We want everyone to show strong ***team spirit***, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

**This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.**

**OUR VALUES**

|  |  |
| --- | --- |
| **Thinking Big** | * Show energy, enthusiasm and passion for what you do * Demand the highest quality in all that you do, and in the work of your team * Willing to champion new ideas and think beyond the status quo * Show an ability to think creatively and ‘outside of the box’ in your area of expertise, continually seeking improvements in what you do to make the organisation better * Be open to new ideas and change where it will have a positive impact on the organisation * Show a willingness to embrace different ideas and ways of thinking to improve E-ACT * Ability to ‘look outside’ – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work * Commitment to self-development, and developing your wider Team * Ability to self-reflect on yourself, your performance, and to think about how this could be improved further * Ability to encourage ideas from others in order to improve the organisation and build your team’s confidence |
| **Doing the Right Thing** | * Have integrity and honesty in all that you do * Make decisions that are based on doing the right thing, even when this means that they’re unpopular or will lead to more work * Take responsibility and ownership for your area of work * Have difficult conversations or deliver difficult messages if that’s what’s required to do the right thing by our pupils * Be transparent and open * Be resilient and trustworthy * Stand firm and stay true to our mission |
| **Showing Team Spirit** | * Understand how you can have a greater impact as a team than you can as an individual * Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission * Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level * Recognise and celebrate the success and achievements, no matter how small, of your colleagues * Be generous with sharing your knowledge to help to develop others * Understand and be willing to receive suggestions and input on your area of work from others * Support your colleagues, even when this means staying a little later, or re-prioritising some of your work * Be aware of other peoples’ needs and show an ability to offer genuine support * Show an awareness and respect for peoples’ differences, and recognise how different characteristics and personal strengths build dynamic and great teams |

**KNOWLEDGE, EXPERIENCE & SKILLS**

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| **Requirement** | **Assessed at** |
| **E –** Essential | **A –** Application Stage |
| **D –** Desirable | **I –** Interview Stage |
|  | **P –** During the probationary period |

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|  |  | **E** | **D** | **A** | **I** | **P** |
| Organisational Fit | Thinking Big | X |  | X | X | X |
| Doing the Right Thing | X |  | X | X | X |
| Showing Team Spirit | X |  | X | X | X |
| Knowledge | GCSE Maths and English minimum grade 4 or equivalent | X |  | X | X |  |
| Degree in relevant subject |  | X | X | X |  |
| Relevant safeguarding qualification and/or training | X |  | X | X | X |
| Relevant First Aid qualification and /or training | X |  | X | X | X |
| Knowledge of statutory responsibilities relating to student care plans | X |  | X | X | X |
| Knowledge of statutory safeguarding legislations | X |  | X | X | X |
| Experience  Skills | Experience of providing first aid in a school environment | X |  | X | X | X |
| Experience of working with external agencies | X |  | X | X | X |
| Experience of dealing with sensitive and confidential student information | X |  | X | X | X |
| Experience of preparing documentation for external agencies | X |  | X | X | X |
| Ability to work effectively within a team environment | X |  | X | X | X |
| Ability to build and maintain effective working relationships with pupils and parents/carers | X |  | X | X | X |
| Ability to build and maintain effective working relationships with internal colleagues and external agencies | X |  | X | X | X |
| Ability to communicate effectively with a wide range of stakeholders | X |  | X | X | X |
| Ability to hold difficult conversations confidently and effectively | X |  | X | X | X |