**Academy Wellbeing and Health & Safety Officer**

**JOB DESCRIPTION**

**37 hours, Term Time plus 1 week**

**Role Purpose:**

1. To manage the medical needs of students in line with academy policy and procedures, including the storing and issuing of medication and maintaining accurate student medical records (updating as required).
2. To administer First Aid and medication, as required.
3. To contribute to strategies to support students and ensure that students medical needs are not barriers to learning.
4. To offer dietary and nutritional advice and guidance to parents, staff and students.
5. To deliver appropriate training to staff on all matters relating to medical, welfare and health & safety as required.
6. To lead on the Academy’s COVID-19 response, including maintaining accurate records and liaising with internal and external stakeholders as necessary.
7. To maintain the hygiene room so that it is always fit for purpose.

 **Key Accountabilities:**Reporting to the SENCo, this post holder will be responsible for:

**Well Being:**

* To provide primary first aid and welfare advice/guidance to students and staff seeking medical assistance as necessary.
* Prioritise health problems and intervening appropriately on complex, urgent or emergency situations, including initiation off effective emergency care.
* First Aid in emergency situations and to administer medicines, as directed.
* 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 identify, create, implement and evaluate individual student medical support plans, where appropriate.
* 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 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.
* Work with both individual and a group of students on health education, working in collaboration with pastoral leads and SENCo.
* 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.
* 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.
* To coordinate welfare supplies for external trips that students are participating in.

**Training**

* To coordinate and deliver good practice, continuous training and communication for the use of the Automatic External Defibrillator.
* To organise and deliver appropriate medical staff training (e.g. Epi Pen injection, Anaphylaxis and seizures).
* To train other appropriate staff to administer support to students with specific medical needs.
* To deliver relevant medical information and medical procedures to new staff, in collaboration with the SENCo.

**Health & Safety**

* To control storage and administration of student medication.
* 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.
* Attend Health and Safety meetings with E-ACT colleagues as required.
* Take an active role in the academy’s fire evacuation procedures.
* To promote and safeguard the welfare of the students in accordance with the academy’s Safeguarding policy.

**Administration**

* To maintain accurate student medical record (written and electronic) and ensure that all student medical information is managed in line with processes 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).
* Responsible for the accuracy, security and confidentiality of all welfare data and records including attendance for those students identified with health needs.
* Oversee the stock and supplies for the hygiene room, ensuring stock levels are maintained and the room is kept organised, tidy and clean.

**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
* All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside school.
* Treat all students with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people.
* To continue personal professional development as required
* Attend staff and other meetings and participate in staff training and development events as required.
* To actively engage in the performance review process
* To work in the best interests of the academy, students, parents and staff

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**

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| **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
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| **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
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| **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
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**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 |

|  |  | **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** | Minimum 5 GCSEs grades 4-9 including Maths and English (or equivalent) | X |  | X | X | X |
| Extensive knowledge of first aid with a minimum of 3-day first aid at work certificate | X |  | X | X | X |
| Relevant medical or nursing experience |  | **X** | X | X | X |
| Understanding of and experience of working with, a range of services, partners, stakeholders and agencies that can support students | X |  | X | X | X |
| Understanding of safeguarding and Child Protection issues. |  | X | X | X | X |
| Awareness of the cultural diversity of TOAN student population | X |  | X | X | X |
| Evidence of experience in a similar role in an education environment  | X |  | X | X | X |
| **Skills** | Experience of developing options and alternatives that will support children and young people to engage in the learning process |  | X | X | X | X |
| Innovative approaches to working with students, parents and multi-agency partners  |  | X | X | X | X |
| Understanding of record keeping, filing, storage and related procedures | X |  | X | X | X |
| Ability to work consistently, prioritise, handle pressure and to work to deadlines | X |  | X | X | X |
| Ability to communicate clearly and sensitively, both orally and in writing, with pupils, parents/carers, multi-agency partners and staff  | X |  | X | X | X |
| Ability to work in a team, and collaboratively with other staff  | X |  | X | X | X |
| Using initiative; think creatively and imaginatively to anticipate, identify and solve problems. | X |  | X | X | X |
| Demonstrate sound judgment and be able to make decisions based on understanding of relevant information. | X |  | X | X | X |
| Develop, maintain and use an effective network of contacts, seeking advice and support when necessary. | X |  | X | X | X |
| Set high standards and provide a role model for students and staff and take responsibility for own and others professional development. | X |  | X | X | X |
| Ability to use communications skills to influence, persuade and motivate and engage with a wide range of children, young people and their families | X |  | X | X | X |
| Interpersonal skills to form and maintain positive working relationship with students, their families, colleagues and other education/healthcare professionals and partner agencies. | X |  | X | x | X |
| Ability to prioritise workload effectively to meet deadlines and work under pressure  | X |  | X | X | X |
| Ability to use ICT and other specialist equipment  | X |  | X | X | X |
| Ability to produce reports in appropriate formats  | X |  | X | X | X |
| Ability to hold difficult conversations confidently and effectively  | X |  | X | X | X |
| Think clearly in emergency situations | X |  | X | X | X |
| Adaptability to changing circumstances/new ideas | X |  | X | X | X |
| Reliability and integrity and a commitment to confidentiality  | X |  | X | X | X |