



## Healthcare Supervisor - Education

Salary / grade range	Band 8 , 37 hours per week Term time plus 15 days
Location	Co-op Academy Southfield
Reports to	Senior Healthcare Supervisor - Education

### Purpose of role:

Provide specialist knowledge and support to pupils with complex health and physical needs requiring medical and therapy interventions. Implement agreed health interventions including administering medication to individuals as defined by NHS Care Plans and Education, Health and Care Plans (EHCPs). Work in conjunction with other Education and Healthcare supervisors, Director Deputy and of Care and Wellbeing and NHS professionals.

The post holder will be a Moving and Handling Key Trainer

### Key accountabilities (and specific duties / responsibilities):

#### PRIME OBJECTIVES OF THE POST

- As a lead practitioner, implement agreed health interventions including administering medication to individuals as defined by NHS Care Plans and Education, Health and Care Plans (EHCPs). As such the post holder will;
- Provide specialist knowledge and support to pupils with complex health and physical needs requiring medical and therapy interventions in line with school policies including but not limited to Supporting Pupils with Medical Conditions, Bare Below the Elbows and Infection Control.
- Work in conjunction with other Education and Healthcare supervisors, Director Deputy and of Care and Wellbeing and NHS professionals to assist staff in meeting pupil health/medical needs and advise staff on aspects of good practice in this specialist area.
- To ensure that all risks associated with healthcare delivery relevant to the school setting are assessed and managed effectively and that all incidents, accidents, safeguarding concerns and complaints are reported promptly following school policy and procedures as well as NHS.
- Manage and prepare resources as required.



## REPORTING, SUPERVISION AND ACCOUNTABILITIES

- To work under the instruction/guidance of teaching/senior staff and the supervision of your line manager.
- The post holder will be accountable for compliance with all school policies and procedures within the scope of the role e.g. raising safeguarding concerns at the earliest opportunity.
- Training and competency for delivering health interventions will be assessed, overseen and supervised by NHS professionals.

## SUPERVISORY/MANAGERIAL RESPONSIBILITIES

- Supporting, advising and general supervision of staff carrying out health interventions and therapy activities for pupils.
- To supervise students on work experience, trainees, and voluntary helpers with whom the post holder is working.
- Where necessary, raise a concern about a colleague's proficiency undertaking a health intervention with your line manager so that appropriate support, additional training and reassessment can be arranged as required.

## RANGE OF DECISION MAKING

- To make decisions where appropriate within established working practices and procedures for all matters relating to;
  - the health, mobility, hygiene and wellbeing of the pupils,
  - the correct use and care of materials and specialist equipment and resources,
  - the conduct and behaviour of individual and small groups of pupils.

## ASSETS, MATERIALS ETC

- Maintain the confidential nature of information relating to the school, its pupils, parents and carers in line with the school's Data Protection Policy.
- Design, lead and support the use of up to-date records of all pupils' personal care and therapy risk assessments and plans, in conjunction with other members of staff and health professionals.
  - As a Moving & Handling Key Trainer, to lead the training of practitioners school-wide in order that they can effectively meet the needs of pupils' moving and handling plans.
  - As a Moving & Handling Key Trainer to assess and review the competency of practitioner



school-wide in

- Lead in the creation and contribute to the review of risk assessments and development of moving and handling care plans for all relevant pupils.

- Ensure the care of all equipment and materials related to health care and therapy provision e.g. slings and hoists within the school, in conjunction with other members of staff and health professionals.

- Supervise the provision, use and storage of equipment and materials across the school to ensure availability and correct use of resources required by the pupil.

- Supervise the collection, storage, recording and disposal of medications to ensure compliance with school policy.

## RANGE OF DUTIES

### Support for Pupils

- Assist with the implementation of individual pupils' Education Health and Care Plans (EHCPs), Behaviour Plans and NHS Care Plans – including meeting personal care, hygiene, therapy and health needs.

- The post holder will be required to deliver health interventions when trained and deemed competent to do so. This requirement will be based on pupil needs and the Bradford District Achievement agreed health interventions listed in Appendix 1. The post holder will also be required to generally supervise the delivery of health interventions appropriate to the role.

- Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.

- This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to services.

- This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

- Coordinate the management of emergencies in line with school protocols.
- Undertake and refresh First Aid training
- Support the coordination of staff healthcare training.
- Coordinate daily healthcare support to pupils.



- Support the tracking and update of staff healthcare training.
- Support pupils' entry to and exit from school and the safe and effective transport routines.
- Check and maintain parental consents for any medical needs or medication.
- Liaise with parents, carers and partner agencies with regards to pupil healthcare needs.
- Support the daily moving and handling training and competency needs of staff.
- Check and proof-read care plans obtained from partner agencies ensuring their accuracy and appropriately deal with any errors.
- Support and coordinate visits from external healthcare professionals e.g dental and optical screening clinics.
- Adopt the Co-op Ways of Being.

## Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• NVQ3 for Health and Social Care or Teaching Assistant or equivalent experience.</li> <li>• GCSE English and Mathematics (Grade C) or equivalent.</li> <li>• ICT qualifications relating to post e.g. Excel</li> <li>• Moving and Handling Key Trainer</li> </ul>	Desirable	A & I
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Recent experience of working in a school or other organisation with children.</li> <li>• Experience of working with children and young people with special educational needs, including complex health and physical needs.</li> <li>• Experience and training in moving and handling.</li> <li>• Experience in a health or social care environment or provision.</li> </ul>	Desirable Desirable	A & I
<p><b>Skills, Ability, Knowledge</b></p>		



<ul style="list-style-type: none"> <li>• Evidence of previous personal development and commitment to own personal and professional development.</li> <li>• Training in safeguarding children.</li> <li>• Health and safety training as appropriate.</li> <li>• Trained in Child Protection.</li> <li>• Team Teach trained</li> <li>• Knowledge of the issues relating to pupils who have complex health and physical needs.</li> <li>• Knowledge of Health and Safety requirements.</li> <li>• Trained in Health and Safety, including risk assessment</li> <li>• Understanding of child development and learning</li> <li>• Possess the physical abilities to undertaken the duties associated with the post.</li> <li>• Ability to cope with requirements of the post, which will include working with pupils who have physical difficulties and may include working with pupils who have emotional and behavioural difficulties</li> <li>• Working with pupils who have physical</li> <li>• difficulties, it is a core component of the job for the post holder to be capable of moving and handling pupils, within school policies and practices, and to participate in the pool area during hydrotherapy sessions.</li> <li>• It is a core component of the role for the post holder to be willing and capable of meeting the hygiene and personal care needs of pupils within school policies and practices.</li> <li>• Understanding of team roles and responsibilities</li> <li>• Good organisational skills.</li> <li>• Ability to record, report and interpret information.</li> <li>• Ability to use relevant equipment/resources.</li> <li>• Ability to undertake risk assessments relevant to the post e.g. ensuring appropriate health and therapy support for pupils on school trips.</li> <li>• Ability to create and maintain up-to-date records, prepared in conjunction with health professionals of all personal care, health and therapy plans.</li> </ul>	<p>Desirable Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>	<p>A &amp; I</p>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Ability to relate well to pupils and adults, being</li> </ul>		<p>A &amp; I</p>



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<p>sensitive to needs.</p> <ul style="list-style-type: none"><li>• Ability to share expertise, knowledge and experience.</li><li>• Ability to work as part of a team to deliver the delivery of health and therapy interventions.</li><li>• Constantly improve own practice/knowledge and learning from others.</li><li>• Ability to remain calm under pressure.</li><li>• Good co-operative, interpersonal and listening skills.</li><li>• Flexible and willingness to accept change</li><li>• Mental resilience to meet demands of role</li><li>• Approachable, courteous and able to present a positive image of the school.</li><li>• Mental resilience to meet demands of role.</li><li>• Approachable, courteous and able to present a positive image of the school.</li></ul>		
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This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.