

## UPTON COURT GRAMMAR SCHOOL – Job description

<b>Job title</b>	Pastoral & Welfare Co-ordinator and First Aid Officer
<b>Pay and conditions</b>	<p><b>Pastoral &amp; Welfare Coordinator:</b></p> <p>Salary Grade 5</p> <p>Range 22 - 25</p> <p>Term time (38 weeks) plus 5 days (including during summer holiday)</p> <p>Hours 37.5 hours per week: 8.00 to 4.00; 30 minutes for lunch (unpaid, to be taken outside of the student lunch break)</p> <p>There may be times when you might need to stay on outside of your hours if you are dealing with an urgent safeguarding matter</p> <p><b>First Aid Officer:</b></p> <p>Salary: £1191.00 pa (not pro-rata'd)</p>
<b>Line Managed by</b>	Member of SLT
<b>Notice Period</b>	8 weeks

### JOB PURPOSE

- Promote pupil welfare, safety and behaviour across the school, enabling all pupils to meet their academic and personal potential; especially those who need specific support to overcome barriers to learning;
- Provide support to the SLT pastoral lead and other key staff in the promotion of pupil welfare and behaviour;
- Work effectively with pupils, teachers, parents and relevant external agencies to ensure high quality pastoral care;
- Provide a programme of planned interventions (including behavioural and restorative justice) to support students to access learning and make exceptional progress
- Under the direction of SLT pastoral lead, liaise with external agencies, providers and workers including educational psychology, services supporting behaviour and social services
- Co-ordinate and provide an effective first aid service to persons working for or attending Upton Court Grammar School
- Act as a designated first aider to ensure that Upton Court Grammar School meets its legal requirements under the Health and Safety at Work Act
- Fulfilling the school's mission: Upton Court Grammar School ensured all students fulfilled their academic and personal aspirations and thrived as successful and engaged citizens
- Contribute to the overall ethos, work and aims of the Trust

### KEY AREAS OF IMPACT

#### Strategic Direction

- Implement policies and practices for monitoring pupils' welfare which reflect the school's commitment to high achievement and which are consistent with national and school strategies and policies;
- Liaise with the SLT pastoral lead and other key staff, as well as outside agencies to ensure pupil welfare and safety, and to identify the needs of vulnerable pupils;
- Work subject to deadlines involving frequently changing circumstances and conflicting priorities;
- Support the work of the SLT pastoral lead in ensuring the needs of all students are met;
- Plan, deliver and evaluate programmes of welfare, behavioural and restorative justice interventions to meet the needs of individual students and groups of students and to ensure barriers to learning are removed for all students;

- Carry out administrative duties that support the work of the SLT pastoral lead, including, carrying out investigations, maintaining records and communicating with staff, students' families and outside agencies, as appropriate.

## Main Duties and Responsibilities:

### Operational

- Deliver planned student welfare interventions, including those that lead to positive behaviour;
- Plan, deliver and evaluate interventions, and programmes that combat bullying and promote positive student relationships and engagement in school life;
- Maintain accurate records of conversations, meetings and interventions, and support the SLT pastoral lead and/or the Heads of Year in the analysis of the impact of interventions;
- Collate and collect student information and share it with staff as appropriate;
- Maintain the supervision of students, as directed by the SLT pastoral lead and the Heads of Year;
- Lead and/or accompany students on educational visits;
- Attend meetings and represent Upton Court Grammar School at external meetings, as appropriate;
- Carry out statutory tasks, including completing registration accurately and on time, when covering for an absent form tutor;
- Maintain an up-to-date knowledge and understanding of legislation with regards to pupil welfare;
- Ensure effective communication systems with parents are promoted and maintained;
- Assist the SLT pastoral lead in the liaison with external agencies and support workers (e.g. educational psychologist, SALT, SEBDOS, etc.) to ensure effective intervention and support for students, as appropriate;
- Develop and undertake specific, targeted small group and 1-2-1 intervention work as directed by the SLT pastoral lead;
- Provide support for students in lessons, as directed e.g. behaviour, welfare;
- Carry out investigations, including obtaining written statements, as directed by the SLT;
- Contribute to the regular meetings held by/with the SLT pastoral lead to co-ordinate support being provided to pupils;
- Update CPOMS with any communication in relation to a Safeguarding concern;
- Supervise and/or deliver after school clubs as required;
- Support the Exams Officer/HoYs to ensure PPEs and other examinations are carried out and supervised effectively and efficiently;
- Support the Heads of Year with the coordination, organisation and administration of events for students, including evening events such as parents' evenings, welcome events, open evenings and information evenings;
- Support the admissions policy and procedures, including the 11+ test and in-year testing;
- Maintain Key Stage 3 & 4 student records, electronic and filing, ensuring accurate, up-to-date information
- Provide effective administration in the undertaking of all duties listed above.

### First Aid:

- Provide an effective first aid service when required to staff, students and school visitors at Upton Court Grammar School as required and ensure that the school meets its legal requirements under the Health & Safety at Work in act including:
  - Making accurate and appropriate recordings of all first aid cases
  - After making an initial evaluation and assessment, dealing with and recording minor first aid incidents;
  - Contacting parents as required
  - Attending appropriate training when required and ensuring you hold a valid first aid qualification while working as part of the first aid team
  - Liaising with the Ambulance service, other emergency services and parents/guardians as necessary
- Supervision of the First Aid Assistants; any member of staff with a first aid requirement in their job description
- Ensure and assist with the safe transfer of patients to home or hospital as appropriate

- In liaison with the SENCO, update and issue new Care Plans for students with SEN/Medical conditions
- In liaison with the Senior Leadership Team create and maintain any required staff first aid rotas
- Ensure medication authorisation forms are completed by parents and collate all Medical Forms
- Keep an up-to-date list of all medication held in the medical cupboard with their expiry dates
- Contact parents when medication expires
- Ensure the correct medication is taken for students on school visits
- Run administrative reports as required
- Circulate information via e-mail and noticeboards (office, kitchen and staff room) regarding students with severe allergies, epilepsy, heart problems, kidney problems, etc
- Ensure accurate and appropriate recordings of all first aid cases treated
- Make entries in the accident book as required
- Ensure all reports regarding first aid incidents are completed
- Ensure that all first aid facilities are kept fully stocked
- Securely store all student medication held in school
- Be responsible for the hygiene standards required in the Medical Room
- Liaise with the NHS School Nursing Team to organise school vaccinations/immunisations.

#### **Administrative**

- Ensure that all administrative / clerical duties, checks and documentation are completed to the required level of accuracy and within deadlines including photocopying, filling, returns and reports;
- Process, input and extract data held on the school's database systems;
- Maintain both manual and computerised record and filing systems in line with requirements;
- Ensure compliance with data protection regulations;
- Deal with correspondence promptly and as required.

#### **General**

- Attend relevant meetings and training sessions;
- Attend school events as required;
- Assist in escorting students on educational visits and to participate in extra-curricular activities as required;
- Assist in school emergencies as required, including locating relevant staff, contacting emergency services and completing necessary documentation;
- Invigilate school and public examinations and tests as required;
- Cover for absent colleagues, as directed.

#### **Professional competence and behaviour:**

- Maintain professional knowledge and competence;
- Provide a professional, up-to-date and purposeful service;
- Be responsible for their own professional practice and decisions and take responsibility for identifying and meeting their own development needs.

#### **Ethical standards and integrity:**

- Establish, maintain and develop professional relationships based on confidence, trust and respect for all colleagues and stakeholders;
- Demonstrate sensitivity for students' and stakeholders' practices, culture and personal beliefs;
- Advance employment and professional practices that promote equality of opportunity, diversity and inclusion;
- Safeguard all confidential and personal data acquired as a result of professional relationships and not use it for personal advantage or for the benefit of third parties.

## **SAFEGUARDING**

Pioneer Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring Service checks.

## **ADDITIONAL DUTIES**

- To play a full part in the life of the Trust community including duties to support the ethos and encourage students and colleagues to follow this example;
- To actively engage in the appraisal process;
- To continue professional development as agreed.

## **ADDITIONAL NOTES**

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but in consultation with you may be changed by the Trust Executive Leadership Team to reflect or anticipate changes in the job commensurate with the grade and job title.