

Job Description

Post: Student Health and Wellbeing Lead

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Live our mission, values and drivers every day.
- Lead the development, coordination and consistent implementation of our academy's wellbeing strategy across all departments.
- Manage trained first aiders and lead the development and maintenance of clear, compliant processes and protocols for first aid and wellbeing provision.
- Attend incidents requiring first aid and ensure that injuries or concerns are dealt with within the boundaries of first aid training, escalating to medical services where appropriate.
- Keep the first aid / wellbeing room open and supervised during the academy day.
- Manage stocks of first aid supplies and maintain accurate records relating to medication and wellbeing provision.
- Liaise with external agencies, including the school nursing service, regarding student wellbeing and medical needs.
- Maintain accurate, confidential records for students with wellbeing or pastoral needs.
- Work closely with senior leaders and designated safeguarding leads on issues relating to safeguarding and child protection, within the bounds of appropriate delegation in keeping with Keeping Children Safe in Education guidance.
- Support admissions processes by identifying student wellbeing needs and ensuring appropriate support plans are in place and liaise with families of students with significant medical or wellbeing needs.
- Provide or coordinate personal care for students in line with agreed care plans.
- Provide staff with relevant information to help meet the needs of students with wellbeing, social, emotional or medical management plans.
- Support staff training around inclusion, understanding student health conditions, and responding to wellbeing needs in line with provided guidance.
- Work collaboratively with SEND and pastoral teams to support students experiencing turbulence in attendance, anxiety, or wellbeing-related barriers.
- Follow confidentiality standards and refer students to appropriate external professionals when necessary.
- Provide pastoral support to students throughout the day as needed.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on our academy calendar.
- Consistently implement all trust policies and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the designated safeguarding lead.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.