

GLF Schools - Job Description

Job Title	Student Welfare and Medical Lead	Job Reference	TBS - MEDLEAD-02072024
Location	The Beacon School	Travel required	None
Core purpose			
<ul style="list-style-type: none"> ● To lead the medical and first aid provision on a day-to-day basis ensuring students are well supported and cared for ● To ensure all care plans are rigorously monitored including issuing medical information to key stakeholders ● To work closely with parents and carers to ensure all medical needs are met and any first aid incidents are accurately recorded and reported ● To coordinate all trained first aiders for first response to any incidents requiring first aid 			
Key Accountabilities			
<ul style="list-style-type: none"> ● Delivering timely first aid as emergencies arise throughout the school day. ● Ensuring all medical records and accident reporting are up to date, rigorously maintained and reported to the line manager. ● Ensure all incidents, administration of medicines are recorded on the appropriate systems, such as medical tracker, OSHENS and RIDDOR. ● Ensuring all student care plans are in place, reviewed annually and updated. ● Ensure all care plans are recorded appropriately on electronic systems and updated every year. ● To liaise with parents, carers and relevant external agencies ensuring health care plans are up to date and relevant information shared with key staff members. ● Issuing, tracking and monitoring the use of student medical cards and toilet passes. ● Monitoring, controlling, and issuing all on site medicines ensuring Medical Policies are carefully adhered too. ● Monitoring and tracking students who attend The Link for medical, welfare, first aid during the school day, reporting trends and numbers each week to line manager. ● Monitoring and booking first aid training for relevant staff to ensure an appropriate number of trained staff are on site at all times. ● Monitoring, checking and tracking all first aid kits have an appropriate supply of stock at all times. ● Monitoring and checking the defibrillators and ensuring they are fully charged and up to date. ● Be responsible for lost property items. ● Organising and coordinating annual vaccinations with the school nursing team. ● Undertake professional duties and responsibilities necessary for the smooth running of the school as assigned to you or as directed by the Head of School. 			
Accountability			
<ul style="list-style-type: none"> ● Assistant Headteacher ● Deputy Headteacher ● GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities 			

General

- To participate in the discussion of whole school policies and to participate in the implementation of school policies and practices.
- To be active in pursuing professional development.
- To work collaboratively across departments with colleagues and students to ensure the school operates as effectively as possible to achieve its aims.
- To undertake reasonable additional tasks within the character of the post or level of responsibility entailed as required to support the needs of the school. GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
- This job description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder.

Safeguarding

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.