

Job Description: Student Welfare Assistant



Post Details

School/setting: Poole High School
Post type: Support Staff
Grade/Pay Level: 4
Responsible to: School Operations Director

Main Purpose

To contribute to first aid, health and well-being related to students. To promote appropriate health guidance, well-being advice and other supportive strategies to students as necessary.

Duties and Responsibilities

- Treating students/staff with first aid care when required. Sending people home or to hospital when necessary, within the guidelines of “First Aid at Work” training and also regulations stipulated by the Health Protection Agency.
- Issue prescribed medication or general “over the counter” medication only with the authorisation of the parent or legal guardian.
- Record details of all treatment or care provided to students into their ARBOR personal profile and relevant logging system.
- Notify parents of student medical condition/accidents in school as necessary.
- Notify parents when medication is required for students on regular medication.
- Keep up to date with any relevant training provided by healthcare professionals.
- Record and report any concerns of student welfare to the Student Welfare Officer and relevant Year Office.
- Immediately notify the Designated Safeguarding Lead of any safeguarding or high-risk situations involving students.

Safeguarding Duties and Responsibilities

- Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies.

Other Duties

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time.

Twynham Learning Attributes for all Staff

Ambition for excellence
Professionalism
Humility
Championing change

Inclusiveness
Positivity
Community-mindedness
Being collaborative

Qualifications, Knowledge, Skills and Attributes Required

Essential:

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| <ul style="list-style-type: none">• “First Aid at Work” trained (or ability to successfully complete this upon appointment)• General level IT skills with some experience of ARBOR or similar management information system• General level of literacy and numeracy skills• Experience of writing reports• Good communication and interpersonal skills• Work on own initiative• Able to plan and prioritise own workload• Able to maintain confidentiality |
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Desirable:

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| <ul style="list-style-type: none">• A first aid qualification• Experience of working with young people |
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Notes

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| <ul style="list-style-type: none">• This job description may be amended at any time in consultation with the postholder. |
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Glossary

Explanations of any abbreviations or jargon contained in this job description can be found in our Twynham Learning Glossary.
