

POST TITLE: Student Welfare Officer	GRADE: 4, points 7-8.
RESPONSIBLE TO: Assistant Headteacher: Safeguarding & Welfare	

Responsible for: No direct Reports

Hours of Work: 37 hours p/w Term Time Only plus 2 days

Purpose of role: The Student Welfare Officer (SWO) is responsible for the first aid arrangements in the school and the health care of students while at school. The SWO will support the House staff in supporting students with health problems, through liaison with health authority staff and other health agencies.

Principle Accountabilities:

Student Welfare

- To review and update Individual Health Care Plans.
- To update the school MIS with student medical information.
- To provide First Aid to students and staff within the establishment.
- To supervise sick students and liaise with parents and outside agencies as necessary.
- Provide plasters to students being sure to check they are not allergic to them and to dress injuries appropriately using supplies from the medical cupboard.
- To contact the ambulance service for the transportation of referrals to hospital for diagnosis and treatment and for medical emergencies. To accompany students to hospital if necessary.
- To keep school medical records for students and to keep appropriate daily logs of student referrals/injuries and action taken.
- To liaise with the area health authority in the organisation of appointments for screening, vision testing, medical and dental check-ups, surveys, immunisation and vaccination programmes that take place in school.
- To arrange appointments for the school nurse.
- To communicate with relevant staff as necessary, any concerns regarding student welfare or recurring problems or illness that may lead to school absence.
- To provide and maintain First Aid boxes in offices and departments and First Aid packs for trips in liaison with staff.
- To maintain stocks of First Aid supplies within the budget available.
- To update medical information on students as and when required, and distribute information on students with special medical needs to staff on a regular basis.
- To administer medicines to students in accordance with the school policy and be responsible for all the safe storage and safe disposal of medicines and related equipment.
- To assist with general duties relating to students as may be reasonably required from time to time.

Administrative support to Department

- Under the direction of the Assistant Headteacher: Safeguarding & Welfare, provide administrative support to the Dept and to the Heads of House.

Accident Reports

- To ensure that the appropriate actions are taken in the event of an accident: all accidents to be recorded on CPOMS.
- To follow the HSE and other regulatory body's procedures: If the person goes to or is taken to casualty to complete a RIDDOR form online. www.hse.gov.uk/riddor/report.htm. Complete an accident investigation form to include pictures, statements and other evidence as necessary

Special Notes and Conditions

- The nature of the work necessitates strict confidentiality, no information obtained during or after working hours should be discussed other than with relevant staff. Able to work flexible hours.

Data Protection and Safeguarding –

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

General –

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. <https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification - Student Welfare Officer	Essential (E) or Desirable (D)
Education/Qualifications	
Good standard of education (3 x GCSE's – English C or above)	E
Appropriate First Aid qualification	E
Appropriate nursing or healthcare qualifications	D
Degree level qualification	D
Experience	
Experience of working in education or health care settings	E
Experience of carrying out First Aid and coordinating appropriate responses with emergency services.	E
Have knowledge and experience of food allergies & medical conditions	D
Working with challenging or vulnerable people	D
Experience of working with young people	D
Working collaboratively as part of a team	E
Behaviours	
Natural communicator	E
Professional and approachable; works well under pressure	E
Calm, authoritative manner	E
Pragmatic approach to problem solving	E
Positive attitude to change	E
Adaptable and flexible - willingness to go 'the extra mile'	E
Skills	
Excellent interpersonal skills	E
Highly effective communication skills: ability to communicate with a wide range of people	E
Excellent organisational skills	E
Ability to empathise with children and young people	E
Excellent IT skills	E
Ability to prioritise and multitask	E
Experience of using school IT systems e.g. Bromcom	D
Good presentation skills	D
Well-developed behavioural management skills	D
Attributes	
Committed to the Futura Learning Partnership aims	E
Committed to Equality and Diversity	E
Committed to own continuing professional development	E
Other	
Willingness to work outside normal working hours - prior notice given	E