

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

Responsible for: No direct Reports

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. 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 / concern.
- Remain vigilant to ensure all students are protected from potential harm.

General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in "The Futura Way".
- 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 workplace. 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	
Sound Level of Secondary Education	E
Level 2 Food Hygiene Certificate	E
Experience	
Previous Catering experience	E

Previous Catering experience within schools or college environment	D
Knowledge of health and safety and good hygiene practice in the kitchen through the Holding of a current Level 2 award in Food safety and Hygiene.	E
Behaviours	
Operations with integrity	E
Committed to continuous professional development	E
Committed to a team collaborative approach	E
Skills	
Energy and Enthusiasm	E
Flexible approach to work	E
Positive & Reliable	E
Ability to carry out tasks given quickly and competently	E
Have a keen interest in food and providing a good service	E
Good Spoken communication skills	E
Ability to work on your own initiative and as part of a team	E
Able to follow instructions from line manager and comply with the trust's Food Safety Policy	E
Able to undertake physically demanding work	E
Ability to cope with periods of pressure and prioritise workload, accordingly, meeting all deadlines	E
Other	