**Job Description: Welfare Assistant**

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| **Post Details** |  |
| **School/setting:** | Twynham School |
| **Post type:** | Support staff |
| **Grade:** | Grade 5 |
| **Responsible to:** | Senior Welfare Assistant |

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| **Main Purpose** |
| To be responsible for the welfare of students and staff if they are unwell or injured etc. To provide initial first aid, care or treatment and take the necessary course of action, including searching for parents’ details, contacting parents and arranging transportation home; or telephoning for an ambulance as appropriate.  To keep a daily record of all students and staff who report to the Medical Room. |

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| **Duties and Responsibilities** |
| * Provide medical care and welfare for students as a first point of contact. * Liaise with parents, carers, and emergency services as appropriate. * Work in consultation with the relevant people regarding the arrangements for school medical professionals. * Liaise with the School Nurse as and when required. * Assist in organising the immunisation programmes. * Provide support to enable pupils to enhance their physical, emotional health and well-being. * Challenge and motivate pupils to be in lessons and having access to learning. * Promote and reinforce self-esteem. * Order first aid supplies and for checking first aid kits around the site and for out of school activities. * Store tablets/medication and the administration in line with the school’s guidelines. * Arranging and keeping up to date record of medical related staff training (e.g., epi-pen, first aid). * Be responsible for emergency asthma inhaler, EpiPens, Buccolam, and tracheostomy, gastronomy and diabetes requirements and the administration to students as per the instructions from the nominated medical professional, including organising the appropriate staff training i.e., de -fib training. * Responsible for incident/accident/RIDDOR reports. * Advise on medical information required for pupils on visits, trips and out of school activities as required. |

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| **Safeguarding Duties** |
| * Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equal opportunities, and data protection, reporting all concerns to the appropriate person. * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies. |

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| **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. |

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| **Twynham Learning Attributes for all Staff** | |
| * Ambition for excellence * Professionalism * Humility * Championing change | * Inclusiveness * Positivity * Community-mindedness * Being collaborative |

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| **Qualifications, Knowledge, Skills and Attributes Required** |
| **Essential:**   * First Aid certification (which must be renewed before it expires on an ongoing basis) * Be able to work without direct supervision. Supervision will be present where necessary. * Keep up to date the school medical policies, considering the latest medical advice and guidance. * Numeracy and literacy skills equivalent to Adult Basic Skills level 2 * Proficient IT skills * Excellent record keeping   **Desirable:**   * Experience of using a school information system such as Arbor or SIMS * Epilepsy training * Diabetes training * Defib training * Experience of using a school information system such as Arbor or SIMS |

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| **Notes** |
| * This job description may be amended at any time in consultation with the postholder. |

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| **Key to Acronyms Used/Glossary of Terms Used in this Job Description** | |
| RIDDOR =Reporting of Injuries, Diseases and Dangerous Occurrences Regulations | SIMS – School Information Management System |