
Job Description

Health and Wellbeing Lead Practitioner

Responsible to: Deputy Headteacher for Inclusion

Grade: Band E and Responsibility Allowance of £1200 (for administration of medication)

Conditions: Term time only, plus all Insets

OVERALL PURPOSE OF THE POST

This description is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may vary within individual establishments. This job description places strong emphasis that all duties will be carried out under the supervision and guidance of the relevant supervisor.

The Academy's Health and Wellbeing Lead Practitioner will provide a high-quality service of care to pupils and contribute to the medical/first aid/ safeguarding provision across the School community. As part of the role, you will administer medication according to the school's medicine policy and oversee the supervision of storage of medicines. You will also work alongside attendance team and a broader pastoral team to provide day to day support for children with health, wellbeing and safeguarding issues that present as barriers to learning and some cases poor attendance.

You will work with parents, carers, specialist health professionals and others to lead on the whole school inoculation programme as well as develop in school care plans. Liaison with Early Help professionals will also be a key aspect of the role. You will also work in partnership with Early Help professionals to ensure that plans identify and support children to overcome barriers to attendance at school and prevent our most vulnerable children becoming persistent absentees.

MAIN DUTIES

Support the Health needs of the students and staff at the Academy

- Oversee first aid and emergency care and treatment to the whole school community as necessary
- Coordinate and lead the delivery of the immunisation programmes.
- Provide advice for staff on specific health needs e.g. diabetes care, epilepsy, allergies, substance misuse, smoking cessation.
- To work with parents, carers, specialist health professionals and others to develop in school care plans for pupils with complex health needs and long-term conditions and oversee the health needs of individual pupils with specific issues.
- Provide risk assessments and '5 minute' passes for students with injuries or mobility issues.
- Communicate with parents regarding medical issues and work together on creating appropriate plans.
- Collate work for any students with long term absence due to illness.
- Liaise with hospital/home tuition services and transport teams.
- Co-ordinate and manage the Medical Room and sick-bay areas.
- In liaison with the School's operation lead, ensure accident forms are completed in a timely manner.

- Liaise with Primary Partner Schools regarding the transfer of medical information.
- To set up and manage the Academy's database with student's medical information.
- Maintain stock and replenish the Academy's first aid kits.
- Treat and advise staff with common and minor ailments.
- Maintain medical records accurately, confidentially and securely and maintain daily treatment records, using both CPOMS (child protection and pastoral database) and Bromcom, (the school's pupil record database).
- Undertake full training in First Aid at Work, EpiPen, Diabetes and any other training deemed necessary.
- Liaise with Visit Coordinator to ensure risk assessments for trips/visits are completed, and that care plans are executed for students where appropriate.
- Liaise with key professionals regarding physical health needs, such as Occupational Therapy and Physiotherapy.
- Administer medication according to the School's medicine policy and oversee the supervision of storage of medicines.

Support the Wellbeing and Attendance needs of the Students and Staff at the Academy

Working alongside the Attendance team and wider pastoral team you will:

- Take a lead on ensuring good attendance for those students on the safeguarding cohort. You will support these students to overcome barriers to attending school, preventing them from becoming persistent absentees by:
 - Working with attendance staff to develop and implement strategies through the triangulation of in-house services such as modifications to timetables.
 - Monitoring and tracking patterns of attendance for this targeted cohort and intervening where necessary.
 - Making contact and working alongside families including conducting home visits to promote good attendance.
 - Attending inclusion consultation and attendance strategy meetings where required to share information on students within the cohort.
 - Regularly meeting early help colleagues to lead on or co-work early help plans. They will be robust and fit for purpose.

Additional Duties

- Deliver an annual programme of wellbeing activities and campaigns to build student resilience and awareness of mental and physical wellbeing.
 - Engage with local community organisations to create opportunities for students to participate in events and volunteering.
 - Promote the work of the team and ensure students understand how to access support within and outside the school.
 - Attend Open Evenings to raise the Academy's profile within the community.
 - Perform other reasonable duties commensurate with the role and skills of the post holder as agreed.
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Miscellaneous

The postholder will be expected to have a good knowledge of the school's policies and procedures, and take the initiative. This Job Description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken within the section are not excluded because they are not itemized. The duties of this post could vary from time to time as a result of new legislation; changes in technology or policy and in that case appropriate training may be given to enable the post holder to undertake this new/varied work.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the academy/trust, and only after consultation with you.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the academy procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the academy as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust/academy's mission and strategic objectives and to demonstrate its values through their behaviour.

Person Specification

Health and Wellbeing Lead Practitioner

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	- Evidence of recent experience of working with young people of secondary school age. - Experience of handling large amounts of sensitive data and upholding the principles of confidentiality. - Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns. - Awareness of local and national agencies/medical agencies that provide support for young people and their families. - To hold or willing to undertake First Aid at Work training. - Experience of record keeping. - Familiarity with childhood medication issues. - Experience of minor injuries and wound dressing management. - Willingness to work 1:1 with students, running sessions based on health, nutrition and smoking cessation.	To have a knowledge and understanding of safeguarding in relation to the education sector.
Education and Training	- Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies. - Has successfully undertaken appropriate statutory Child Protection Training (Level 2). - Willingness to undertake further training relevant to the post.	- Evidence of relevant training and/or qualifications. - Has a successfully undertaken Child Protection Training at Level 3, (Designated Safeguarding Lead).
Special Skills and Knowledge	- Commitment to student welfare and achievement. - Good listening skills. - Ability to work with others on difficult/delicate/sensitive subjects. - Ability to motivate others. - Customer service/care approach. - Good time management skills.	

Personal Skills and Qualities	• To be able to demonstrate an understanding, awareness and empathy for the needs of the students within the academy and how these could be met. • Passion for the role and improving learner life chances. • Confidence in working with students within 11-18 age range. • Ability to work independently or as part of a team. • Good communication skills. • Caring and supportive personality. • Friendly and approachable. • Ability to promote and safeguard the welfare of children.	
Additional Factors	• Enthusiasm and commitment for the post. • An interest in working in the education sector. • Flexible approach to work and a willingness to undertake a variety of tasks. • Commitment to equal opportunities and safeguarding. • Commitment to continuous improvement and willingness to learn from experience and practice in this academy and others. • A supportive and empathetic approach to students and the ability to relate well to staff.	