

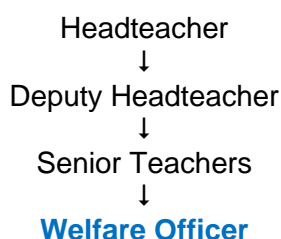
Easthampstead Park Community School

Job Description – Welfare Officer



Location: Easthampstead Park Community School	Department: Raising Standards
<p>Pay Grade: BG-I6 - £14,818 (£10.53 per hour)</p> <p>32.5 hours per week (flexibility required as described below), Monday to Friday, term time only</p> <p>Your core hours will be 8.30am to 3.30pm which includes a half hour unpaid lunch break.</p> <p><i>Although most work will be during these hours some flexibility would be required for after school or evening meetings/events which you would manage within your working week in agreement with your Line Manager.</i></p>	Accountable to: Deputy Headteacher

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE



The job description identifies the responsibilities attached to your post.

This job description is subject to amendment from time to time within the conditions of employment, as the needs of the school require, but only to an extent consistent with those conditions of employment and only after consultation with you.

All post holders are expected to support the schools' vision, values and beliefs and familiarise themselves with school policies and procedures and to reinforce these with students, parents and partners where appropriate.

Main duties and responsibilities

- Responsible for dealing with ill students, accidents involving injury that occur on site, administering basic First Aid if required and dealing with the emotional wellbeing of the students. Ensuring students with social, emotional and behavioural needs are supported and referred to the relevant staff as appropriate.
- Responsible for contacting parents in the first instance regarding injuries/illnesses, completing accident forms, calling an ambulance should the need arise, adhering to school protocols at all times. Determine what action to take with injuries and illnesses at school and supervise said students at all times.
- Responsible for administering medicines and following the schools policy regarding same, liaising with parents over the administration of any medicines and keeping the appropriate records updated. Ensure Health Care Plans are in place where necessary.
- Work with parents of students with health concerns to ensure maximum student participation in school as appropriate.
- Liaise and meet with parents/carers regarding medical issues of students.
- Facilitating and encouraging injured students to write statements after they are deemed well enough to do so.
- Responsible for ensuring that the other first aiders in school are kept up to date with all medical issues and requirements concerning our students.
- Managing the Health Care Plans for all students who take medication and ensure these are all up to date.

- Responsible for compiling and updating a confidential list of medical conditions suffered by students and make the information available to Heads of Years and pastoral staff, amending records in SIMS as required.
- Responsible for compiling a stock list of medical supplies, advising the School Business Manager if supplies run low.
- Responsible for ensuring the first aid bags for trips, and in the minibuses, are available and stocked.
- Liaise with pastoral staff in dealing with health and pastoral problems of individual students and provide information on request. Responsible for informing the relevant Heads of Years of problems that could affect a student's performance in the classroom.
- Responsible for liaising with School Nurses regarding medical inspections, health interviews and immunisation sessions, including the setting up, permissions of, and the running of these sessions. Liaising with teachers and making sure students' needs are catered for and taken into account to help the sessions run smoothly.
- Responsible for the medical room, making sure surfaces and areas are kept clean and disinfected to stop the spread of germs and infections.
- Maintain the signing in/out book for students, ensuring the registers are amended accordingly with accompanying notes to explain absence. Responsible for making the list available for checking in the event of a fire drill/evacuation.
- Assist students with problems and queries during break and lunch times.
- Work closely with the Parental Engagement Champion to organise parents' evenings and award evenings, including presentation and graduation evenings, using the tools available such as Parents Evening software package. Working closely with the Heads of Year to promote such evenings, sorting seating plans, and liaising with parents regarding booking appointments to ensure attendance is as high as possible.
- Be part of the Raising Standards Team and respond to parental enquiries associated with students' behaviour and attendance (ClassCharts), detentions etc.
- Manage lost property on a daily basis, and run the second hand school uniform shop.
- Support the schools administrative function and provide effective communication channels across the school between parents, community and visitors.
- Undertake any duties as may be reasonably allocated by the Headteacher.

Easthampstead Park Community School

Job Specification – Welfare Officer



	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Minimum of 5 GCSE's grades A*-C, or equivalent, including English and Mathematics • Current First Aid Certificate (training will be provided to obtain) 	<ul style="list-style-type: none"> • Level 2 Health & Social Care • Ability to speak a community language other than English • Experience of working in a school environment
Competence Summary (knowledge abilities, skills and experience)	<ul style="list-style-type: none"> • Experience of working with students, preferably as a Welfare Assistant or Attendance Officer • Experience of supervising students • Good communication skills • Ability to have positive interactions with students of all ages • Ability to work with students from a wide range of social and cultural backgrounds • Ability to help students resolve conflicts constructively • Ability to deal in a calm and confident manner with behavioural issues • Ability to use own initiative to deal effectively with minor accidents, injuries and other incidents involving students • Able to maintain confidentiality at all times about school issues, within school and the wider community • Knowledge and understanding of Health & Safety Standards within a school setting, particularly security • Ability to record clear and accurate incident/accident reports • Experience of working as part of a team to achieve objectives • Knowledge of administration systems for example reprographics 	<ul style="list-style-type: none"> • Ability to use the school data base system (SIMS)
Personal Qualities	<ul style="list-style-type: none"> • Good sense of humour • Creativity 	<ul style="list-style-type: none"> • Desire and ability to keep up to date with current educational issues.

	<ul style="list-style-type: none"> ● Motivation ● Resilience ● Ability to build rapport with students and colleagues ● Flexibility and adaptability ● Willingness to learn (professional development) ● Genuine passion and belief in the potential of every student ● Professional standard of personal presentation and dress 	
<p>Impact on the Community</p>	<p>Safeguarding requirements</p> <ul style="list-style-type: none"> ● All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare. ● To satisfy and comply with Safeguarding and Child Protection requirements you will be required to complete the following (resources will be provided upon appointment): ● Child Protection in Education 11-18 years ● The Prevent Duty ● Raising Awareness of Peer-on-Peer Abuse ● Female Genital Mutilation Awareness ● Sexual Violence and Harassment between Children and Young People ● A Practical Guide to the GDPR for Education ● CP Induction ● You are expected to read and understand at least Part One and Appendix A of the DfE Statutory Guidance "Keeping Children Safe in Education" - this is available on the school website under information/policies ● The EPCS Safeguarding and Child Protection policy is sent to all new employees with their appointment pack. Both of these items will be covered in the CP induction 	