

## Welfare Assistant

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### Reminders

The closing date for this post is **9.00am on Monday 20 May 2024**.



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# About

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## The Post

This post offers the successful candidate a fantastic opportunity to join our excellent school, and to work within an inspirational and supportive team of staff. The post is term time only (plus INSET days and one additional week equating to 40 weeks a year) and it is permanent. The working pattern is 36 hours a week.

We are looking to appoint a person preferably with experience of working in an educational setting and with relevant prior medical and/or welfare experience. For all applicants we will be seeking to identify a candidate with potential to become an integral member of our staff body. Remuneration will be on Scale 5.

## The Support Staff

The key aim for all of our staff is to provide an excellent education across all subjects and across the age and ability profile. We are committed to developing the abilities, skills, and attributes of all our students, allowing them to work towards and achieve their maximum potential. The team of support staff play a critical role in the school and contribute greatly to creating an environment where expectations are high and our students can be successful.

## The Role

This post is a key appointment and is to ensure the coordination and administration of first aid and medical care at Isleworth & Syon School. We have a designated welfare room that will be managed by the successful candidate and shared with our Education welfare & Attendance Manager. The role will provide first port-of-call medical assistance. We offer individual support to students and families to manage lifestyle concerns and issues, whilst maintaining the need for students to prioritise face-to-face lessons. The successful applicant will also provide an efficient and effective welfare service to all members of the school, supporting the school's vision to be 'outstanding in every respect'.

The work will require the post-holder to work as part of the wider school Support Staff team. The person will be responsible to a senior member of the school's leadership team. The welfare and medical support of all students will form the basis of the work every day and then supporting the wider school as needed.

## Applying

### HOW TO APPLY

You must complete our Support Staff application form from the school website, ensuring that all sections are fully completed.

The application will include a supporting statement, which should demonstrate how your qualifications and experience make you a good candidate for the post.

### SENDING YOUR APPLICATION

When completing the application form, please address your application to the HR Manager, Miss Prem George. You may submit applications:

- by email to [school@isleworthsyon.org](mailto:school@isleworthsyon.org) (with a subject line of 'Job Application: Welfare Assistant'); or
- by post to: Isleworth & Syon School, Ridgeway Road, Isleworth, Middlesex, TW7 5LJ.

Applications must be received by **9.00am on Monday 20 May 2024**. Early application is encouraged, as we may well undertake selection processes on receipt of completed forms.

### Rehabilitation of Offenders Act 1974 (Exceptions)

Isleworth & Syon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This Act requires applicants for employment concerned with the provision to persons under the age of 18 of schooling, supervision, training or recreational facilities which allows access to children and young people, to disclose all their previous criminal convictions whether "spent" or "unspent", bind-over orders and cautions, as defined within the Act. The successful applicant will be subject to an Enhanced DBS check, references and other pre- and post-employment checks.

In addition, if shortlisted, we will undertake online searches to ensure the suitability of applicants who aspire to work in our school.

### Equal Opportunities

The School is totally committed to avoiding all forms of discrimination as set out in the UK Equality Act (2010), and values diversity amongst its staff and for applicants for posts. The School, therefore, aims to ensure that all individuals are treated fairly and equally.

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Unless the job is covered by a statutory exception, we will not discriminate directly or indirectly on the grounds of: cultural background; ethnic or national origin; nationality; age; gender; sexual orientation; disability; religion; marital status; or membership of a trade union.

*Read the Job Description on the next page.*

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# Job Description

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<b>GRADE:</b>	Scale 5	<b>DATE:</b>	May 2024
<b>PATTERN:</b>	36 hours per week - term time only plus INSET Days plus 1 week (equates to 40 weeks a year)		
<b>RESPONSIBLE TO:</b>	Senior Team		

## 1. Main Purpose of the Job

- 1.1. The coordination and administration of first aid and medical care at Isleworth & Syon School.
  - To provide first port-of-call medical assistance.
  - Providing an efficient and effective welfare service to all members of the school that support the school's vision to be 'outstanding in every respect'.
  - Offer individual support to students and families to manage lifestyle concerns and issues.
- 1.2. Supporting and contributing to the overall ethos, work and aims of the School.
- 1.3. It should be noted that it is expected that the job description will evolve as both the role and the post holder develops.

## 2. Accountabilities

To liaise with the members of the senior leadership team, staff, students and parents/carers.

## 3. Duties & Responsibilities

### 3.1. WELFARE PRACTICES

- 3.1.1. Maintain an up to date first aid at work qualification.
- 3.1.2. Take appropriate care of, offer advice to and supervise students and staff who are unwell or injured.
- 3.1.3. Control, monitor and administer first line medical assistance to both students and staff at the school.
- 3.1.4. Ensure medical support at the school is both compliant with the latest legislation but also reflects best practice.
- 3.1.5. Regularly review, update and monitor Individual Healthcare Plans in line with statutory guidance and best practice.
- 3.1.6. Prioritise health problems and complex, urgent or emergency situations requiring medical care, including attending hospital with students if required.
- 3.1.7. Ensure effective communication with parents/carers over welfare issues affecting our students.
- 3.1.8. Support specific students who have known medical conditions.
- 3.1.9. Apply safe and appropriate strategies with all students, whilst encouraging all students to remain as independent as possible.
- 3.1.10. Help students to develop a knowledge of self-care, autonomy and decision making, including how to access other health and wellbeing services.
- 3.1.11. Oversee school staff annual adrenaline auto-injector training.
- 3.1.12. Ensure adequate first aid supplies are provided for educational visits.

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## **3.2. WELFARE ROOM**

- 3.2.1. Ensure the welfare room is safe and suitable at all times, liaising as appropriate with senior and site staff.
- 3.2.2. Keep accurate records of all students who visit Welfare.
- 3.2.3. Control storage and administration of medication required to be taken during the school day.
- 3.2.4. Maintain sufficient first aid materials within Welfare.
- 3.2.5. Maintain sufficient first aid boxes across the school and ensure necessary labelling is applied.
- 3.2.6. Work effectively with the attendance officer on the well-being of students.
- 3.2.7. Ensure students who visit Welfare only spend the time absolutely necessary to address their medical need and return to class swiftly to maximise their learning time.

## **3.3. FREE SCHOOL MEALS**

- 3.3.1. To be the primary school correspondence with the local authority for students who are / or maybe eligible for free school meals.
- 3.3.2. To be a point of contact for families about free school meals.
- 3.3.3. Ensure free school meal school records are kept up to date.

## **3.4. MENTAL WELLBEING OF STUDENTS**

- 3.4.1. Maintain an up-to-date mental health first aid and safeguarding qualification.
- 3.4.2. Be able to spot the signs and symptoms of mental ill health and provide help on a first aid basis.
- 3.4.3. Develop practical skills to support students showing signs or symptoms of mental health issues.
- 3.4.4. To attend training sessions and meetings as required.

## **3.5. EXTERNAL AGENCIES**

- 3.5.1. Liaise with the NHS teams regarding vaccinations and other such NHS run programmes. Including ensuring the appropriate scheduling arrangements are fully actioned and communicated with all relevant stakeholders.
- 3.5.2. Liaise with the school nurse and other such appropriate personnel over the student medical issues both proactively and reactively.
- 3.5.3. Be committed to working with other professionals to keep students safe as well as ensuring the voice of the student is considered.

## **3.6. ADMINISTRATION**

- 3.6.1. Process information using relevant school IT systems.
- 3.6.2. Contribute to the review of all medical policies in place at the school.
- 3.6.3. To monitor and support the completion of consent forms for medical purposes - such as paracetamol consent.
- 3.6.4. To inform staff, as appropriate, about the general care of students and providing guidance as needed.
- 3.6.5. To keep records of reported accidents.

## **4. Knowledge & Experience**

Please see Person Specification.

## 5. Performance Standards

Performance will be measured against outcomes in relation to set targets and progress as measured against individual and/or team development plans.

## 6. Additional Information

- 6.1. This job description describes the range of duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- 6.2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification or amendment at any time, after consultation with the post holder.
- 6.3. The post requires that you should take an appropriate share of the responsibilities attached to staff generally within the school in connection with the work of the team/department and school.
- 6.4. Post-holders will adhere to the Staff Code of Conduct and the Dress Code for Staff and show a record of excellent attendance and punctuality.
- 6.5. Post holders may deal with sensitive material and should maintain confidentiality in all school-related matters. Child Protection Policies and Procedures, and General Data Protection Requirements are to be followed at all times.
- 6.6. Post-holders will participate in the School's appraisal system.
- 6.7. Post-holders will be involved, as required, with the development of quality standards and performance measures and to ensure they are implemented and maintained.
- 6.8. Post-holders will provide support to students during periods of contact and help promote the values and aims of the School and a general feeling of well-being at all times.
- 6.9. Post-holders will undertake other work of an appropriate nature in the interests of the School, as directed by the Headteacher.

<b>JOB HOLDER SIGNATURE:</b>		<b>DATE:</b>	
<b>PRINT NAME AND TITLE:</b>			

<b>LINE MANAGER SIGNATURE:</b>		<b>DATE:</b>	
<b>PRINT NAME AND TITLE:</b>			

# Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
<b>Qualifications and training</b>	<p>First Aid at Work Qualification or willingness to train</p> <p>A good general education (literacy/digital literacy)</p> <p>Evidence of other personal development and training</p>		<p>Application form.</p> <p>Proof of qualifications.</p>
<b>Experience</b>	<p>Experience of working in a medical or welfare environment.</p>	<p>Experience of working in an educational environment would be desirable.</p>	<p>Application form.</p> <p>Interview.</p>
<b>Skills, attributes, and personal qualities</b>	<p>Ability to work under pressure and stay calm</p> <p>Initiative and ability to prioritise one's own work</p> <p>Able to work flexibly to meet deadlines and respond to unplanned situations</p> <p>Ability to work constructively as part of a team, understanding school roles and responsibilities including own</p> <p>Ability to build and form good relationships with students, colleagues and other professionals</p> <p>Efficient and meticulous in organisation</p> <p>Evidence of excellent attendance and punctuality record</p> <p>Ability to maintain a high degree of confidentiality</p> <p>Motivated, enthusiastic, flexible, friendly and helpful</p>		<p>Application letter.</p> <p>Interview.</p> <p>Tasks.</p>
<b>Professional knowledge &amp; understanding</b>	<p>Good verbal and written communication skills</p> <p>Ability to assimilate information</p> <p>Empathy and ability to work with students</p> <p>Ability to deal in a professional manner in all communications</p>		<p>Interview.</p> <p>Reference.</p>
<b>Commitments &amp; philosophy</b>	<p>A commitment to the aims and values of the school</p> <p>A commitment to the highest standards of child protection</p> <p>A commitment to equal opportunities</p> <p>A commitment to high standards of professionalism</p>		<p>Application letter.</p> <p>Interview.</p> <p>Reference.</p>

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Selection decisions will be based partly on the criteria outlined in this form. At each stage of the process, an assessment will be made by the appointment panel to determine how far the criteria have been met.

Criteria should be addressed on the application form and/or in the statement of application. Criteria will be further tested later in the process through interviews and other methods such as presentations.

When completing your statement of application, you should ensure that you provide supporting evidence of how you meet the criteria through reference to work or other relevant experience. We will consider any reasonable adjustments under the terms of the Equalities Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.