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Job Description

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| Function | School Services |
| Job Title | School Health Care Assistant |
| Reporting to: | School leadership team |
| Responsible for: | N/A |

Autism Anglia is a well-established charity providing direct provision for people within the Autistic Spectrum from pre-school to adults. We provide a range of services to enable people with autism to live as independently as possible and experience choice and inclusion in society. The ethos of our work is based on the following five key themes.

* To provide skills and strategies to people with ASC
* To always adopt a personalised approach
* To have a shared understanding of a person and their strengths and needs
* To have power with rather than power over a person with ASC
* To see people with ASC as independent and valued citizens

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| **Values and behaviour** |
| All staff play a vital role in assisting to make the education and welfare of the learners their first concern and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honest and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are reflective practitioners; forge positive relationships; and work with parents in the best interest of the learners in the school |
| **Personal and professional conduct** |
| All staff are expected to demonstrate good standards of personal and professional conduct.It is important to maintain high standards of ethics and behaviour, within and outside school, by:* treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the position;
* having regard for the need to safeguard pupils’ well-being, in accordance with statutory provisions;
* showing tolerance of and respect for the rights of others and not undermining fundamental British values, including: - democracy, the rule of law, individual liberty and mutual respect, and - tolerance of those with different faiths and beliefs;
* ensuring that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law.

All staff must have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality. |

# **Main Purpose of Post**

To assist learners and staff to deliver daily personal care and medical needs in relation to individual education, health and care plans (EHCP).

To liaise with specialist nurses, doctors, Central Clinic, where appropriate, concerning individual learners medical support.

To be a member of the safeguarding team.

# **Specific Responsibilities**

* To take charge of the safekeeping and administration of learners medication with parental consent.
* Administer First Aid to learners and staff as needed.
* To create Health Care Plans with parents and HCPs, for all learners with specific medical needs.
* To advise and train school staff in specific procedures which they may be expected to carry out.
* To promote health education in partnership with the teaching staff.
* The administration of record keeping, accident records and health & safety issues.
* To ensure confidentiality of all medical information.
* To ensure the highest possible standards of medical room procedures are maintained.
* To ensure there are policies and procedures specific to the functioning of the Medical Room and in line with the school's Supporting Learners with Medical Conditions Policy, First Aid Policy and Health & Safety practices.
* Liaising with specialist nurses, doctors, Central Clinic, where appropriate, concerning individual learners medical support.
* Ensure contents of first aid boxes comply with ECC requirements and maintain first aid supplies throughout the school.
* Requesting and maintenance of supplies for the Medical Room.
* Coordinate learners immunisations, provide venue and organise timetable and collection of forms.
* Work with new providers who can offer dental and sight testing at Doucecroft School to best support our learners.
* Administration of correct medical information and consents, including audit and input of data onto our recording systems.
* Supporting the completion of Risk Assessments for staff and learners, including pregnancy, use of wheelchair and/or crutches and chronic health conditions.
* Complete trips and visits care plans and organise first aid provision for trips, visits and overnight stays.
* Provide sexual health advice for learners referred by the Wellbeing Team.
* To be a member of the school’s Safeguarding Team, working within Child Protection Procedures. To be aware and follow Essex and Suffolk Child Protection procedures
* Undertake any training commensurate with the post.

# **Staff Training**

* To participate in the school’s supervision system in relation to your own professional development.
* Be familiar with and put into practice all school policies and procedures
* Attend all in-service training courses as required in order to promote personal and professional development and to take part in a positive manner. Some training courses may be outside normal working hours
* Identify areas for personal development and actively seek ways in which to meet these
* To be prepared to undertake further training and professional development as a teacher

# **Deputy Designated Safeguarding Lead**

Managing referrals

* Refer cases of suspected abuse and neglect to the local authority children’s social

care.

* Support staff who make referrals to the local authority children’s social care.
* Refer cases to the Channel programme where there is a radicalisation concern.
* Support staff who make referrals to the Channel programme.
* Refer cases to the Disclosure and Barring Service where a person is dismissed or

leaves due to risk or harm to a child.

* Refer cases to the police where a crime may have been committed.

Working with staff and other agencies

* Act as a source of support, advice, and expertise for all staff.
* Act as a point of contact with the safeguarding partners.
* Inform the Trustees of safeguarding issues requiring ongoing enquiries and police investigations, and the requirement for learners to have an appropriate adult.
* Liaise with the case manager and the local authority designated officer(s) (LADO) for

child protection concerns in cases which concern a staff member.

* Liaise with staff on matters of safety, safeguarding and welfare (including online and

digital safety), and when deciding whether to make a referral by liaising with relevant

agencies so that children’s needs are considered holistically

* Liaise with the senior mental health lead and, where available, the mental health support team, where safeguarding concerns are linked to mental health.
* Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
* Take lead responsibility for promoting educational outcomes by:
	+ Knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced.
	+ Identifying the impact that these issues might be having on children’s attendance, engagement, and achievement at school.
* The above includes:
	+ Ensuring the school knows which children have or have had a social worker, understand their academic progress and attainment, and maintain a culture of high aspirations for this cohort.
	+ Supporting teaching staff to provide additional academic support and/or reasonable adjustments to help these children reach their potential.

Managing the child protection file

* Ensure child protection files are kept up to date.
* Keep information confidential and store it securely.
* Make sure records include:
	+ A clear and comprehensive summary of the concern.
	+ Details of how the concern was followed up and resolved.
	+ A note of any action taken, decisions reached and the outcome.
* Ensure files are only accessed by those who need to see them, and that where a file or content within it is shared, this happens in line with information sharing advice as set out in Keeping Children Safe in Education (KCSIE).

Raising awareness

* Ensure each member of staff has access to, and understands, the school’s child protection policy and procedures, especially new and part-time staff.
* Help promote educational outcomes by sharing information with teachers and school leadership staff about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing.

Training

* Undergo training (at least every 2 years) to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the ‘Training, knowledge and skills’ section of annex C.
* Undertake Prevent awareness training.
* Refresh knowledge and skills at regular intervals and at least annually. Providing support to staff
* Support and advise staff and help them feel confident on welfare, safeguarding and child protection matters.
* Deliver (or facilitate) appropriate safeguarding and child protection training, including online safety, and staff responsibilities in relation to filtering and monitoring.
* Support staff during the referrals process.
* Support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support.

Understanding the views of children

* Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school may put in place to protect them.
* Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication.

Holding and sharing information

* Understand the importance of information sharing, both within the school, with other schools and colleges on transfer, and with the safeguarding partners, other agencies, organisations and practitioners.
* Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).
* Keep detailed, accurate, secure written records of concerns and referrals.

Filtering and monitoring

* Understand the filtering and monitoring systems and processes in place in the school, including how to manage them effectively and escalate concerns when identified.
* Make sure that the filtering and monitoring systems and processes block harmful and inappropriate content without unreasonably impacting teaching and learning.
* Review filtering and monitoring provision at least annually.

**Other**

* Maintain confidentiality at al times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
* Participate as a member of the school community in promoting the work of the school.
* Undertake any other duties, tasks and responsibilities appropriate to the level of this post as directed by the headteacher/ line manager..

**Person Specification**

**Education and qualifications**

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| **Essential** | **Desirable** |
| GSCE English Maths, Grade C/ 4-9, or equivalentExcellent verbal and written skillsAbility to understand personal care and medical processes within a school settingAn understanding of safeguarding and confidentialityQualification in administration of medication | First Aid trainedMoving and Handling trainingAn understanding of learners with Autism Epilepsy trainedDiabetes trainedLevel 3 Safeguarding Training |

**Knowledge and Experience**

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| **Essential** | **Desirable** |
| Knowledge of pupils with medical needs and the use of care plans in schoolKnowledge of medication administrationRegular and effective communication with parents and carersUsing computers and Google DriveTransferable skills which could meet these requirementsEvidence of an ability to work collaboratively with teachers and othersAble to maintain professional standards | Demonstrate experience of working with children in a SEND schoolWorking within a busy environment, preferably in a school or health care settingExperience of working with a range of professionalsWorking with vulnerable children and their familiesAbility to implement and contribute to risk assessments |

**Practical Skills and Abilities**

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| **Essential** |
| To plan ahead and to participate requirementsExcellent time management.Excellent ICT skills.  |

**Personal Skills and Qualities**

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| **Essential** |
| At Doucecroft School we expect all staff to demonstrate and model our values. For this role, you will need to demonstrate that you are empathetic, well-organised, diligent, flexible, adaptable and conscientious.You will need to have excellent organisational and time management skills. |

Job Advert

**DOUCECROFT SCHOOL**

**HEALTH & MEDICAL OFFICER**

**Salary from: £23000 (PRO RATA)**

**40 weeks + 3 additional training days (Term Time plus non-pupil days and one week working in school closure periods).**

**Hours of work: 8:30am – 4pm Monday – Thursday; 8:30am – 3:30pm Friday**

**Start Date: As soon as possible**

**The Role**

We are seeking an enthusiastic and talented individual to provide medical support to learners and staff at the School.

You will be responsible for the day to day running of the medical room, keeping up to date records of learners with medical conditions, and overseeing first aid and medical needs throughout the school day. You will promote health education and healthy lifestyles.

**Some of your key responsibilities will include:**

* To take charge of the safekeeping and administration of learners medication with parental consent.
* Administer First Aid to learners and staff as needed.
* To create Health Care Plans with parents and HCPs, for all learners with specific medical needs.
* To advise and train school staff in specific procedures which they may be expected to carry out.
* To promote health education in partnership with the teaching staff.
* The administration of record keeping, accident records and health & safety issues.
* To ensure confidentiality of all medical information.
* To ensure the highest possible standards of medical room procedures are maintained.
* To ensure there are policies and procedures specific to the functioning of the Medical Room and in line with the school's Supporting Learners with Medical Conditions Policy, First Aid Policy and Health & Safety practices.
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* Coordinate learners immunisations, provide venue and organise timetable and collection of forms.
* Work with new providers who can offer dental and sight testing at Doucecroft School to best support our learners.
* Administration of correct medical information and consents, including audit and input of data onto our recording systems.
* Supporting the completion of Risk Assessments for staff and learners, including pregnancy, use of wheelchair and/or crutches and chronic health conditions.
* Complete trips and visits care plans and organise first aid provision for trips, visits and overnight stays.
* Provide sexual health advice for learners referred by the Wellbeing Team.
* To be a member of the school’s Safeguarding Team, working within Child Protection Procedures. To be aware and follow Essex and Suffolk Child Protection procedures.
* Undertake any training commensurate with the post.

**We're looking for you if you have:**

* Ideally the successful applicant will have a First Aid at Work Level 3 (VTQ) qualification, although training can be provided to the right candidate.
* Excellent IT skills
* Have excellent oral and written communication skills
* Have strong organisational skills
* A good standard of education (ideally Maths/English GCSE grade A\* to C or equivalent)
* Experience of working in a school environment
* A commitment to high standards of achievement

**To Apply**

If you have a genuine passion for teaching and providing excellent education to all, your outstanding future at Doucecroft School could be moments away. Apply now by clicking on the link below or contact Jenny Walshe at 01206 577 678 OR email Recruitment@autism-anglia.org.uk to arrange a confidential discussion.

Autism Anglia is committed to safeguarding and promoting the welfare of vulnerable children and expects all staff to share this commitment. This post is subject to an enhanced Disclosure and Barring Service check and online checks.

Autism Anglia is positive about inclusion and welcomes applications from individuals who can meet the requirements of the job position and may wish to request flexible working or reasonable adjustments to support them.

* **Closing date: Midnight, Monday 2nd December 2024**
* **Interview date: 5th December**

**Information about the School**

Doucecroft School is a specialist co-educational school for children and young people with autism and additional complex needs, age 3 –19 years. Established in 1973, we are experienced and successful in meeting the needs of learners with wide-ranging strengths and needs, providing a nurturing environment where learners are able to thrive and grow in independence and self-esteem.

Occupational Therapy and Speech and Language Therapy are provided on-site by our experienced therapy team.

Doucecroft School is part of Autism Anglia, a regional charity working with children, adults and families affected by Autism.

**Job Description**

**Doucecroft School**

**HEALTH CARE ASSISTANT?**

**Actual Salary from: £2300**

**37 hours per week/ 40 weeks per year**

**Start Date: Jan 2025**

**The Role**

We are seeking an enthusiastic and talented individual to provide medical support to learners and staff at the School.

You will be responsible for the day to day running of the medical room, keeping up to date records of learners with medical conditions, and overseeing first aid and medical needs throughout the school day. You will promote health education and healthy lifestyles.

* **This post is 37 hours per week, 40 weeks per year (Term Time plus non-pupil days and one week working in school closure periods).**