

Job Description: Health & Welfare Assistant

Reporting to: Welfare Lead

Location: Ark Kings Academy

Contract: Permanent

Working Pattern: 42 hours per week, 39 weeks per year (Term time only, annualised contract)

Salary: Ark Support Scale 8 points 20-28 Outside London (£25,295 - £31,371) pro rata (£25,272.78- £31,343.45)

At Ark Kings Academy we take safeguarding very seriously. All adults who regularly work on our site are required to undergo a Disclosure and Barring Service (DBS) check to prevent unsuitable people from working with students.

The Role

- To provide students and staff with first aid support calling on medical services as required.
- To complete and record all care plans and draw up individual health care plans for students in liaison with parents and outside agencies.
- To liaise with families, staff and external agencies to ensure best practice for students.
- Work with NHS team on immunisation programmes as necessary.
- To advise on staff health issues.
- To raise the attendance, health and wellbeing of students and staff across all through site
- To support all through school and deliver age related interventions to promote health and wellbeing.

Key Responsibilities

- To be first responder to critical first aid in school.
- Maintain student files and dispense medication to students as advised by parents/carers.
- Decide when further medical attention is required and support students if requiring hospital treatment, including attending Accident and Emergency as required and contacting families to advise on situation.
- Provide health screening opportunities and advice and guidance to students and staff.
- To carry out specified medical care procedures as necessary.
- To provide personal, social, hygiene, welfare, and behaviour support for students.
- To contribute to the PSHE programme and delivery of specific health related subjects.
- To undertake other duties that the Principal of Ark Kings Academy may reasonably request.
- Offer training to staff on managing medicines and medical conditions.
- Update and maintain school policies including first aid and medical processes, liaising with operations lead on all medical and health and safety processes.

Other

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- To undertake any other responsibilities as directed by the principal.
- This job description sets out the key outcomes required. It does not describe in detail the tasks and activities to be done to achieve these outcomes.
- To provide support and intervention to students and their families across the all through school.

Person Specification: Health & Welfare Assistant

Qualification Criteria

- Right to work in the UK
- Registered General Nurse
- First Aid qualification
- Full driving licence and access to a vehicle
- Specialist Community Practitioner School Nursing or equivalent (desirable)
- Counselling qualification (desirable)

Skills and Attributes

- Experience of evidence-based practice and multi-disciplinary agency working.
- Experience of working with young people.
- Working with various client groups
- Management of own workload
- A good understanding of child development and health issues relating specifically to children and teenagers.
- Able to demonstrate an awareness of the needs of children and young people and their parents/carers
- Clinical supervision/reflective practice skills
- Knowledge of health promotion, child protection, family planning, education and screening
- Understanding of attachment theory and strong mental health knowledge
- Highly developed verbal and written communication/negotiation skills
- Excellent organisational skills
- Ability to manage / prioritise workload and work to deadlines
- Ability to make informed decisions under pressure
- Ability to work well as part of a team and on own initiative
- Understanding of issues relating to diversity
- Experience of working effectively supporting children in a learning environment (desirable)
- Delivering Health Promotion and training programmes (desirable)

- Working with children with special needs (desirable)

Personal Characteristics

- Enthusiastic, committed, and proactive approach.
- Adaptable, flexible, and non-judgmental style.
- Confident.
- Self-motivated and open to change
- Commitment to working in partnership with children/young people and their families to promote optimum health outcomes.
- Willingness to undertake training appropriate to personal development and the needs of the service
- Ability to work on own initiative as well as part of a team.
- Sound interpersonal skills

Specific Skills

- Good IT skills, including the ability to confidently use Microsoft Word and Excel
- Strong administrative and organisational skills
- Excellent written and oral communication skills.

Other

- Right to work in the UK
- Commitment to continuing personal and professional development and evidence of recent CPD
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- To undertake any other responsibilities as directed by the Line Manager or the Principal
- To attend training appropriate to the post
- This post is subject to an enhanced Disclosure and Barring Service check

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.