

King's Academy Easthampstead Park

Job Description – Welfare Officer



Location: King's Academy Easthampstead Park

Department: Raising Standards

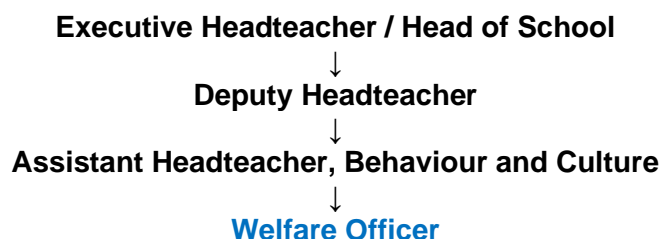
Pay Grade: KGA05 (points 6-9) – FTE £27,202 to £28,968, starting on £14.10 per hour

Actual Starting Salary: £20,071 per annum inclusive of London Weighting and Holiday Entitlement

Hours: 32.5 hours per week, Monday to Friday, 8.30am - 3.30pm including a half hour unpaid break, term-time only

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.

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 school's 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 and vaccination 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 colleagues to support with parents' evenings and award evenings, including presentation and graduation evenings, 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 school's 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.

Supporting the Academy

In November 2022, we joined King's Group Academies (KGA). This has created excellent opportunities for teachers to share ideas and approaches across schools, for the benefit of our students.

At an appropriate level, according to the job role, grade and training received, all employees in the academy are expected to:

Support and embrace the aims, values, mission and ethos of both King's Academy Easthampstead Park (KAEP) and King's Group Academies (KGA) and participate in a team approach to all aspects of school life.

KGA

HONESTY: A workplace where everyone feels safe and able to express their thoughts and ideas.

FAITH: We will encourage others to have faith in their own capabilities.

COURAGE: We embrace diversity and champion inclusivity.

Safeguarding

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the Academy's Child Protection Policy, Safeguarding Policy and Code of Conduct.
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements.

Health, Safety and Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health and safety, security, confidentiality and data protection.
- Ensure concerns are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices.

Equity, Diversity and Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity

Our recruitment has safeguarding at the heart of the process. We are committed to the safeguarding and promoting the welfare of children and young people and we expect all colleagues to share this commitment. Appropriate checks will be undertaken including an enhanced Disclosure and Barring Service (DBS) check.

We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues or concerns that may come up during the search at interview.

Successful appointment would be subject to:

- A satisfactory enhanced Disclosure and Barring Service check as well as a Social Media check.
- Qualifications and prohibition checks.
- Two satisfactory written references including from current/most recent employer.
- All positions are subject to a probationary period during which you will be fully supported.

King's Academy Easthampstead Park

Job Specification – Welfare Officer



| | Essential | Desirable |
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| 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 and 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) |

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| <p>Personal Qualities</p> | <ul style="list-style-type: none"> ● Good sense of humour ● Creativity ● 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 | <ul style="list-style-type: none"> ● Desire and ability to keep up to date with current educational issues. |
| <p>Other work requirements</p> | <ul style="list-style-type: none"> ● A willingness to promote the ethos of the school. ● To take part in the Appraisal Process in school, taking responsibility for your own professional development. ● Able to identify training needs and participate in training and development activities to address these and share knowledge with others. ● A satisfactory enhanced DBS check which the school will undertake for the successful appointee. | |