

JOB TITLE: Physical Health Lead

ACCOUNTABLE TO: Student Wellbeing Manager

JOB PURPOSE: To have day to day responsibility for students with medical support needs, to enable them to be successful in their studies

KEY RESPONSIBILITIES

- To coordinate the support for students with medical needs (permanent and temporary) and to ensure that appropriate arrangements are in place for their support including Care Plans, Health & Wellbeing Plans and Personal Emergency Evacuation Plans
- To train and become part of the College's team of Designated Safeguarding Leads
- To be a member of the First Aid Team
- To contribute to the transition planning for prospective students with identified medical support needs or risks
- To provide support for students through working in partnership with external agencies such as the NHS, CAMHS, Social Care, and with parents/carers
- To liaise with Personal Progress Mentors, Heads of Studies and subject staff to ensure that there is effective monitoring and support of academic progress, providing advice and guidance where appropriate
- To monitor the progress of students with medical needs and ensure effective interventions are in place to support their attendance and progress
- To ensure appropriate Exam Access Arrangements are in place for students with medical needs and to pass on relevant evidence to the Deputy Head of Welfare & Skills
- To ensure that emergency procedures are created for students with severe medical conditions in consultation with the Student Wellbeing Manager and other staff as appropriate
- To ensure that all information relating to students with support needs is passed to relevant staff i.e. subject staff, First Aiders, Estates, Admissions, providing advice and guidance where appropriate

- To attend external meetings about named young people with medical and or welfare needs as agreed with the Student Wellbeing Manager
- To maintain and develop positive links with colleagues in other Post 16 centres and partner schools in relation to the transition of students with medical needs
- To liaise with the Marketing, Admissions and Student Services Manager in relation to the Bursary for identified eligible students
- To ensure the accurate recording of information relating to students requiring support and to ensure the safekeeping of highly confidential sensitive information
- To coordinate the College's C-Card and Pregnancy Testing service including staff training and resource distribution
- To develop and deliver training, guidance and support on medical issues as required to staff at the College
- To lead on the development of promotional materials and information relating to medical issues, working with the Welfare and Skills Assistant and other team members for the distribution of these materials

GENERAL RESPONSIBILITIES

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holders own area of responsibility
- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

NOTES

- The above job description outlines the key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities can be expected to change over time
- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)
- The nature of the work involved in this role will on occasion require some flexibility over hours of work to facilitate meetings and other interactions with parents/carers

PERSON SPECIFICATION

Attribute	Criteria	Method of Assessment
Education & Qualifications		
GCSE Grade C or above in Maths and English or equivalent	Essential	Certs/App Form
A minimum of 2 A Levels or equivalent	Essential	Certs/App Form
An honours degree	Desirable	Certs/App Form
First Aid Certificate	Desirable	Certs/App Form
DSL Training	Desirable	Certs/App Form
MHFA Training	Desirable	Certs/App Form
Experience, Knowledge & Abilities		
Experience of working in a welfare/support role within an educational setting	Essential	App Form/Int
Experience of working with students with medical conditions	Essential	App Form/Int
A sound working knowledge of safeguarding arrangements / practices and confidentiality processes	Essential	App Form/Test
Experience of working with a wide range of external agencies	Essential	App Form/Int
An understanding of examination board guidelines for students requiring access arrangements	Desirable	Int
Experience of working with young people in care or care leavers	Desirable	Int
Interpersonal Skills & Qualities		
Excellent communication skills both verbally and in writing	Essential	App Form/Int
Ability to work in a friendly and professional manner with staff and students	Essential	Int
Ability to communicate effectively on issues of a sensitive and personal nature, professionally and within a confidential environment	Essential	App Form/Int
Ability to work effectively both independently and as part of a team	Essential	App Form//Int
Strong planning and organisational skills	Essential	Int/Test
Ability to evaluate evidence and make sound judgements	Essential	App Form/Int
Capacity to work under pressure and without direct supervision	Essential	Int/Test
Confident and competent in the use of IT in a working environment	Essential	App Form//Test
Ability to carry out medical instructions and implement health plans/emergency procedures	Desirable	Int/Test
Positive attitude towards students and commitment to their success	Essential	App Form/Int
An enthusiastic, energetic and good humoured approach to challenges and problems	Essential	Int