



NEWPORT GIRLS' HIGH SCHOOL

Post Title:	Student Health and Welfare Coordinator
Reporting to:	SLT – Student Wellbeing Lead
Responsible for:	To take a leading role in supporting pupils' health and wellbeing so they can participate fully in school life
Contract:	Term time + one week
Hours:	37 hours per week Monday – Thursday 8.30am – 4.30pm, Friday 8.30am – 4.00pm ½ hour lunch break

RESPONSIBILITIES AND ACCOUNTABILITIES:

Provision of medical care:	<ul style="list-style-type: none"> • To be the lead First Aider and assess First Aid problems presented by students and staff, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary. • To be responsible for administering prescribed drugs, which are required to be taken by students during the school day, ensuring that parental consent is obtained and recorded. • To be responsible for the safe keeping of prescribed drugs in a locked cupboard. • To ensure that any student medication including EpiPens are in date and liaise with parents to organise replacements where this is not the case. • To attend to minor medical needs of students, such as administering plasters, bandages etc as required, and look after students who feel ill. To inform the Safeguarding Lead in the event of more serious medical concerns and make the necessary arrangements for parents to be contacted. • To support students and staff during critical incidents and emergencies. • To liaise with internal and external health agencies when appropriate and necessary. • To co-ordinate, administer and maintain Medical Plans for students with specific medical needs in conjunction with parents and medical professionals (when appropriate). • To meet with students returning to school after an injury which impacts mobility, hearing or sight and agree a personal emergency evacuation plan and risk assessment, liaising with the Heads of Year, relevant staff, and other parents as required. • To support students returning to school after a prolonged period of absence. • To enter all student medical information into SIMS, maintain accurate records in accordance with new and changing medical needs, and inform staff of relevant information, including for all school trips. • To ensure that students with medical needs who are attending school trips have the required medication in school and organise for trip leaders to sign out medication on trip day. To contact parents if required medication is not available for the school trip and ensure that medication taken by trip leaders is returned safely to the school office on return. • To liaise with the Heads of Year regarding confidential medical matters. • To carry out monthly stock audits of all First Aid boxes and First Aid kits throughout the
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	<p>school (including those used for trips) and ensure they are replenished.</p> <ul style="list-style-type: none"> • Ensure all emergency First Aid medical equipment is in good working order . • To be responsible for maintaining stocks and ordering medical supplies and equipment in order to ensure adequate emergency medical resources exist within the school. • To take responsibility for the medical room and ensure this is kept clean and tidy. • To write and update risk assessments for individual students as required. • To work with the Local Authority medical officers to organise vaccinations and routine health inspections, and coordinate these on the day. • To ensure pupils with allergies have appropriate provision in place including liaising with the Catering team where necessary. • To liaise with the school nurse team and other professionals that are able to support students. • To attend and contribute to professional meetings where there is a health/medical need for the student.
Pastoral Support:	<ul style="list-style-type: none"> • To be the first line of support to the Head of relevant year group to enable them to carry out their duties as teachers. • To support students in distress and who present pastoral matters to a member of the pastoral team. • To attempt to resolve conflicts between students in a professional manner • To try to find solutions to student worries/ concerns by liaising with Heads of Year, other colleagues, parents etc. • To signpost students to other services within school or outside e.g. Police, counsellor, GP, healthcare. • To gather information from other staff about the progress of individual students as required. • To support students with both attendance and behaviour. • To log incidents and student/parent meetings on CPOMS and ensure that any safeguarding disclosures are passed immediately to the DSL or member of the safeguarding team. • To act as a point of liaison with parents if calls are incoming when Heads of Years are teaching and ensure all messages are passed on in a timely fashion.
Coordinating Immunisation:	<ul style="list-style-type: none"> • Liaise with local health authorities to organise immunisation programmes and agree appropriate dates with the Headteacher.
Training and communication:	<ul style="list-style-type: none"> • When requested, provide first aid updates for staff. • Liaise with the School Nurse Service to coordinate and organise training for all staff on anaphylaxis, asthma, diabetes etc... • Engage in ongoing CPD in areas such as mental health first aid. • As required, raise awareness of medical and health issues to pupils and staff via appropriate channels of communication. • Meet regularly with pastoral staff to provide effective pastoral care for all pupils, including attendance at weekly meeting. • Attend and contribute to the termly Health and Safety Committee. • Work with relevant staff to prepare for policy reviews where appropriate.
Other additional duties:	<ul style="list-style-type: none"> • To support school staff with administrative tasks linked to student data (particularly SEND, PP, FSM) such as typing, filing, collating of information. • To undertake, as part of a team, lunchtime supervision in and around the school building to ensure the safeguarding of the site and our students during the lunch break. • To engage with students at lunchtime to build up a strong rapport/trust and to handle any issues in liaison with the SLT member of staff on duty and/or Heads of Key Stage/Year. • To help supervise educational visits (including residentials if your home circumstances allow). • Very occasionally to provide cover for absent colleagues.
Other:	<ul style="list-style-type: none"> • Undertake other reasonable duties that are commensurate with the post, and duties that support school operations as and when required.

In addition you are required to:

- be aware of and comply with related policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- have a high standard of courtesy and good manners in all dealings with visitors and enquiries to the school.
- ensure your working environment is kept tidy and confidential information is safeguarded at all times;
- be aware of and support difference and promote equal opportunities for all;
- contribute to the overall ethos/work/aims of the school;
- appreciate and support the role of other professionals;
- attend and participate in relevant meetings as required;
- participate in training and other learning activities and performance development as required.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the school reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.



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Person Specification: Student Health and Welfare Coordinator

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Valid First Aid at Work certificate GCSEs (including English and Maths) or equivalent Safeguarding training (or willingness to complete) 	<ul style="list-style-type: none"> Mental Health First Aid or equivalent NVQ Level 3 or above in Health/Social Care or Education Counselling or youth work qualification
Experience	<ul style="list-style-type: none"> Experience administering first aid and medication in a school or similar setting Experience liaising with parents and external agencies Experience maintaining accurate records 	<ul style="list-style-type: none"> Experience working in a pastoral or wellbeing role Experience supporting students with medical conditions Experience using SIMS or similar school systems
Knowledge & Skills	<ul style="list-style-type: none"> Understanding of child protection and safeguarding procedures Ability to manage confidential information appropriately Strong interpersonal and communication skills Ability to work independently and as part of a team 	<ul style="list-style-type: none"> Knowledge of SEND and inclusion practices Awareness of trauma-informed approaches Ability to mediate and resolve conflict Familiarity with CPOMS or similar safeguarding software
Personal Attributes	<ul style="list-style-type: none"> Empathetic and approachable Organised and detail-oriented Professional and discreet Calm under pressure 	<ul style="list-style-type: none"> Flexible and adaptable Committed to equality and diversity