



Durrington High School are seeking to appoint an
Student Welfare Officer



Welcome to Durrington High School



Do you want to work in a great school with a brilliant team of staff and students? Is your core belief that all children are entitled to an excellent education, as this opens doors for them in the future? If so, read on, because we want to hear from you!

Durrington High School is part of Durrington Multi Academy Trust (DMAT) and is a large and oversubscribed school with 1600+ students on roll in years 7 to 11.

We have a strong and driven SLT and place a great deal of emphasis on recruiting and retaining excellent staff. Our staff are a quite brilliant team and we invest in their CPD to benefit our students and them as individuals.

We are both relentless in our pursuit of excellence and immensely proud of our staff and students.

The successful person may already be working in a school and want a change or role or could be an individual with the passion and desire to make a real difference to the lives of young people.

If successfully appointed you will join a hugely committed and very positive team of staff. You will work as part of this team to help every child succeed taking part in rich professional development along the way.

Durrington High School has a truly comprehensive intake meaning no two days are ever the same! Every person who joins our team will appreciate the strengths and challenges this brings.

Everything we do do is driven by our core vision: ***“Going beyond our best through kindness, aspiration, perseverance and pride”***

If you:

- have values that align with ours;
- are seeking a new and exciting challenge;
- have the passion, commitment and drive to make a real difference to our students and school;

We want to hear from you now!



Chris Woodcock
Co-Headteacher



Shaun Allison
Co-Headteacher

The Role

Student Welfare Officer

This key role in school supports the excellent work of the pastoral & safeguarding teams in ensuring that all students are safe, well and cared for. As our named school Student Welfare Officer the successful candidate will be required to:

- Be responsible for safeguarding and prioritising the welfare of children
- Lead on the school medical room provision ensuring a high quality and efficient support service is given to students who have pre-existing medical conditions and those who are ill during the school day.
- Deliver an outstanding service in interaction with a wide range of stakeholders including students, parents/carers and staff.
- Be responsible for performing a variety of appropriate first aid treatments in response to first aid needs that are presenting
- Lead on the creation, reviewing, updating and consistent delivery of student specific medical plans.
- Maintain accurate records, collate, review and share data with relevant parties so as to garner their support with individual students and patterns of need.
- Be able to implement and uphold school rules, policies and ethos; being an excellent role model for students

Job description

Safeguarding Responsibilities

- Demonstrate a commitment to keeping all children and young people safe
- Promote and safeguard the welfare of children and young people at Durrington High School
- Report any safeguarding concerns in line with school systems and processes
- Maintain an awareness of Trust and school policies in relation to safeguarding using CPOMS and medical record keeping to monitor, identify and share concerns.

General requirements of the role

- Be positive, calm and maintain a 'can do' attitude when working with students and fellow staff and in all situations.
- Ensure that your own medical related training remains in date and you are equipped with sufficient knowledge to manage the day-to-day function of the medical room
- Ensure your wider training (indirectly linked to the role) such as GDPR and child protection is up-to-date.
- Maintain consistently high professional standards of work using your initiative to identify, track and then solve problems
- Maintain confidentiality at all times
- Promote and take necessary actions so as to actively safeguard the welfare of

children and young people at Durrington High School

- To be aware of, and adhere to, all school policies and procedures; particularly those relating to the giving/management of medication and GDPR.
- Ensure medical notes, records, plans, medication etc are kept up to date at all times.
- Ensure that all school processes in relation to medication (plans, storage, dispensing and recording) are adhered including maintaining the central medical given record
- Be accountable for medical reporting including managing medicines, health care plans, referrals to the school nurse, issuing of appropriate medical passes, vaccination letters and any other relevant medical paperwork
- Support the periodic school vaccination program though liaising with outside professionals and our own staff in school to create time-efficient programs that minimise disruption.
- Work with the transition team and with our feeder schools so as to ascertain, then plan for, effective transition from a medical support angle.
- Keep parents/carers/staff fully informed; being able to build effective relationships established through clear, consistent and calm communication.
- To be one of the primary first aid colleagues for the school and carry out first aid to all students, staff and visitors when required
- Ensure the medical room is kept clean and tidy and all supplies are fully stocked and in date, including first aid boxes around the school and those issued in relation to school trips.
- As required report accidents using the online reporting systems
- Liaise with specialist staff teams (pastoral/CP/company/attendance) as/when the need arises
- Build strong and sustained working relationships with medical professionals from outside of the school (for example. GPs, Consultants & CAMHs) so as to use their input for the benefit of individual students and the wider school.
- Ensure necessary medication/medical plan management is in place in relation to all school run offsite activities and trips.
- Provide support, advice and input into the medical element of key school policies and procedures
- On a daily basis ensure that emergency equipment (including school defibrillators, auto-injectors and inhalers) are in-date and working as they should. Keep necessary records in relation to this.
- As required issue medical alerts to appropriate members of the school community
- Lead your part-time medical support officer in the execution of the above tasks monitoring the accurate execution and quality of their work.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified. The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher(s), and will be reviewed annually.

Candidate specification

Attributes	Essential	Desirable	How identified
Physical and sensory	Ability to work under pressure and manage your own time/incoming information effectively Demonstrate robustness and emotional resilience in challenging situations.		Evidence will be taken from your application, interview and references
Qualifications	A good standard of education and IT skills. First Aid trained/knowledge (Training can be provided)	Previous medical experience and/or 3 day first aid qualified already Enhanced DSL training	Evidence will be taken from your application, interview and references
Experience	Confidence in working with a range of young people experience in working in a front facing customer role.	Experience of working in a secondary school.	Evidence will be taken from your application & interview
Training	Willing to be responsible for your own professional development, matching this to areas of need, and disseminating best practice to colleagues		Evidence will be taken from your application, interview and references
Specialist knowledge	Have a strong interest in caring for young people. Be confident in using a range of common software including microsoft and google applications and email.		Evidence will be taken from your application, interview and references
Leadership skills	Be able to prioritise and ensure no important task is left undone. Be proactive, but know when to refer issues on or seek further guidance.	Experience of being proactive and taking the lead in working with external professionals	
Skills and qualities	Proven willingness and capacity for hard work. An excellent written and verbal communicator. Be extremely accurate, with attention to detail throughout all aspects of your work.. Be able to maintain a calm and measured manner at all times and act with tact, diplomacy and sensitivity. Highly motivated, clear thinking and principled. Committed to equality of opportunity.		Interview Tasks References

Package

Responsible to:	Line Manager (currently the School Designated Safeguarding Lead) and Co-Headteachers
Salary Grade:	National pay scale salary Grade 5, scp 8 actual salary £26,824 FTE, actual salary £23,213. <i>Note the national scales are pending an uplift which will be applied once confirmed to us.</i> Our staff also have access to a school wellbeing support package including 24/7 GP access and a range of other benefits
Working pattern:	8.30am-4.30pm Monday to Thursday, and 8.30am-4.00pm on Fridays. 37 hours per week, term time only (inclusive of INSET training days and annual Open Evening)

How to Apply

Applications must be completed via Sam Recruit by 17th July, 9am

Safeguarding

Durrington High School is committed to the safeguarding and wellbeing of all our students. It is a core expectation of every member of staff to safeguard the wellbeing of every child and young person within the school. Staff are supported through regular training and are expected to adhere to the school's Safeguarding and Child Protection Policy at all times.

In addition to the statutory pre-employment checks, this appointment will be subject to an enhanced DBS check, a safeguarding background check and interview.

Durrington Multi Academy Trust is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Durrington Multi Academy Trust in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.

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