



Affinity
Learning Partnership

Job Description and Person Specification

Post title:	Student Wellbeing Advisor
Accountable to:	Designated Safeguarding Lead
Grade:	ALP 4
Post holder name:	
Post holder signature:	

ROLE OVERVIEW:

To provide an efficient and effective medical support service to the students and staff of the Academy and to participate in health promotion and health education.

KEY ACCOUNTABILITIES:

MAIN DUTIES

- To maintain health advice and medical / emergency support to the students and staff.
- To deal with sickness or injury of students or staff as required. This will include first aid where appropriate and advising on a suitable course of action.
- To have an advisory / supportive role for first aiders in the Academy.
- To access personal training needs and ensure first-aiders' certificates are kept-up-to-date.
- To liaise closely with the Designated Safeguarding Lead to promote health issues in the Academy.
- To liaise closely with the Designated Safeguarding Lead to ensure standards are maintained in a consistent manner.
- To adhere to the Pharmaceutical Code of Practice and Intimate Care Policy, implementing risk assessments as appropriate
- To adhere to the local authorities' guidelines in cases of suspected, or confirmed, child abuse, and to ensure that the DSL is promptly informed of all such cases.
- To be familiar with the Health and Safety at Work Act.
- To administer and keep medicines for students as prescribed in line with Medicine in Academy Policy.
- To abide by the guidelines on Epi-pens, ADHD, Diabetes and Epilepsy, the patients' own emergency to administer intra-muscular injections in relation to an emergency crisis to help reverse the condition.
- To ensure the Academy has appropriate First Aid equipment around the Academy and that these boxes are stocked appropriately.
- To ensure that the medical rooms and their contents are secure, safe and tidy.
- To compile and maintain accurate medical data records as required.
- To complete accident reports when necessary.
- To offer advice on medical and health and safety matters to staff and students as required.
- To assist in the ordering and control of first aid equipment and supplied as directed.
- To assist in the provision of first aid materials for pupils on trips, holidays etc.
- To accompany students to hospital for emergency treatment as required and to contact parents on such occasions.
- To maintain displays on health education and other associated topics as required.
- To abide by the Medical Policy of the Academy and ensure that staff and pupils are aware of action to be taken.
- To offer support to staff / children / parents in times of distress / bereavement etc. if required.
- To report to senior / relevant members of staff of cases of bullying / fighting / sexual abuse / and any other relevant information.
- To compile data for the Principal, e.g. accident reports.
- To work within the requirements of the Safeguarding Children's Policy.

SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies).
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

CORPORATE RESPONSIBILITIES

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- To comply with any reasonable request from a Principal or other Trust Leader to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

PERSON SPECIFICATIONS: STUDENT WELLBEING ADVISOR

Education & Qualifications	Essential	Desirable
NVQ 2 in relevant discipline or appropriate equivalent qualification.	✓	
Qualification in First Aid.	✓	
Experience		
Experience of working in the Health Care sector.	✓	
Knowledge & Skills		
Working knowledge of relevant policies / practices and external regulations.	✓	
Ability to relate well to children and adults.	✓	
Ability to work constructively as part of a team.	✓	
Good communication skills.	✓	
Good interpersonal skills.	✓	
Good organising, planning and prioritising skills.	✓	
Methodical with a good attention to detail.	✓	
Influencing Skills.	✓	
Understand the principles of child development and learning processes.	✓	
Personal Attributes		
Customer focussed.	✓	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	✓	
Open, honest and an active listener.	✓	
Takes responsibility and accountability.	✓	
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers to providing an effective service.	✓	
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.	✓	
Is committed to the provision and improvement of quality-of-service provision.	✓	
Is adaptable to change/embraces and welcomes change.	✓	
Communicates effectively.	✓	
Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	✓	
Acts with pace and urgency being energetic, enthusiastic and decisive.	✓	
Has the ability to learn from experiences and challenges.	✓	
Commitment		
Committed to Affinity Learning Partnership values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	✓	

Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development	✓	
Other		
Ability to travel to other Trust sites	✓	
Is fluent in the use of the English language	✓	