



WESTCOUNTRY SCHOOLS TRUST

JOB DESCRIPTION

Job Title:	Medical Conditions and Student Health Lead
Location:	Across the Trust (based at Ivybridge Community College currently)
Grade/salary:	WeST Grade F (SCP 22 – 25) Under 5 years' Service: £28,862 - £31,144 Over 5 years' Service: £29,509 - £31,841
Hours:	37 hours per week, 39 weeks per year
Reports to:	Head of Operations
Responsible for:	College Medical Assistants
Key relationships:	Principal, Deputy Principals, Designated Safeguarding Lead, SENDCo, Pastoral Leaders, Attendance Team, HR, Educational Visits Coordinator, Examinations Team, Catering Provider, External Healthcare Professionals, Parents/Carers and Trust Leads

Job Purpose

The Medical Conditions and Student Health Lead supports the effective operation of the Trust and actively promotes its vision and values.

The postholder will provide operational leadership for the College's student health provision, ensuring that students with medical conditions and health needs are supported safely, effectively and inclusively to access learning, maintain attendance and participate fully in College life.

Working collaboratively with students, families, healthcare professionals and College staff, the postholder will promote high standards of care, safeguarding and compliance, while helping to remove barriers to attendance, wellbeing, participation and educational achievement for students with medical needs.

The postholder will interpret relevant legislation, statutory guidance and professional standards, translate these requirements into local policy and practice, and provide senior leaders with assurance, recommendations and operational advice on compliance, risk and service improvement within the remit of student health, medical conditions, allergy safety and first aid.

Within the College's governance arrangements, the postholder will identify when policies require revision, proactively draft and progress amendments through the appropriate consultation and approval process, and lead their implementation following approval.

Key Responsibilities

- At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.

Student Health and Medical Conditions Leadership

- Provide operational leadership for the College's student health provision, ensuring students with medical conditions are supported safely, effectively and inclusively.
- Lead the review, development and implementation of College-level policies and procedures, and operational arrangements relating to student health, medical conditions, allergy safety and first aid, ensuring these reflect relevant legislation, statutory guidance, Trust policy and approved governance arrangements.
- Act as the College's principal operational lead for student health, promoting arrangements that reduce barriers to attendance, learning and participation for students with medical conditions.
- Exercise professional judgement to identify emerging statutory requirements, compliance risks, service pressures and development priorities, determining and recommending the action required and escalating significant matters to senior leaders.
- Contribute to the continuous improvement of student health provision, supporting attendance, participation and educational outcomes.

Healthcare Planning and Family Partnership

- Lead the development, implementation and review of Individual Healthcare Plans (IHPs), Allergy Action Plans, Asthma Plans and other health-related support arrangements.
- Work in partnership with students, families, healthcare professionals and College staff to ensure appropriate support is in place and barriers to learning are minimised.
- Maintain oversight of students with identified medical needs, ensuring support arrangements remain accurate, effective and responsive to changing needs.
- Coordinate transition arrangements and support effective communication between all parties involved in a student's care.
- Promote positive relationships with families and external agencies to improve wellbeing, attendance and support achievement of academic potential.

Medical Information, Records and Compliance

- Lead the management of medical information systems, records and reporting processes.
- Maintain accurate, secure and compliant student health records, registers and healthcare documentation.

- Ensure relevant information is shared appropriately to support safeguarding, attendance, inclusion and effective educational provision.
- Maintain operational oversight of compliance with legislation, statutory guidance, Trust policies and local procedures relating to medical conditions, allergy safety, first aid and student health, and initiate corrective action where gaps are identified.
- Analyse data and trends to identify risks, service demands and opportunities for improvement.
- Produce authoritative reports, recommendations and assurance information for senior leaders and governance, clearly identifying compliance gaps, risks, required decisions and progress against agreed actions.

Medical Provision, Training and Emergency Preparedness

- Line manage, direct and develop the College Medical Assistants, setting service expectations, allocating responsibilities, monitoring standards and performance, and ensuring the safe and effective delivery of medical, first aid and student health services.
- Lead and coordinate the operational delivery of the College's first aid arrangements within the scope of the role, including provision planning, training coordination, equipment and facilities checks, emergency response arrangements, record keeping, risk assessment and service continuity, escalating any significant gaps or resourcing issues to senior leaders.
- Lead the periodic review of first aid needs and service effectiveness, identify revisions or improvements required to the First Aid Policy and associated procedures, and ensure agreed changes are implemented through the staff and resources managed by the postholder.
- Coordinate support for students with medical conditions during examinations, educational visits, enrichment activities and College events.
- Determine, coordinate and quality assure training and awareness requirements relating to medical conditions, allergy safety, first aid, medication administration and emergency procedures, arranging internal or external delivery as appropriate and addressing identified gaps.
- Provide specialist advice and guidance to staff, helping to ensure students can attend, participate and learn safely.
- Work collaboratively with SEND, Safeguarding, Pastoral and Operations teams to provide coordinated support for students.

Quality Assurance and Service Improvement

- Monitor incidents, audits, feedback and performance information to identify learning and improve practice.

- Lead the review and development of systems, procedures and working practices relating to student health provision.
- Proactively review, draft and maintain College policies within the remit of the role, including medical conditions, allergy safety and first aid; identify when revision or improvement is required to maintain statutory and legislative compliance; consult relevant stakeholders; and progress completed drafts through the appropriate approval process.
- Develop and maintain supporting guidance, resources and operational procedures within the remit of the role, ensuring that approved policy requirements are translated into consistent practice across the College.
- Contribute to a culture of continuous improvement, professional accountability and high-quality support for students.

All roles include the following

- To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality and Diversity.
- To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
- Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
- To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:			
Collaboration:			
We are "Stronger Together," sharing expertise across the trust to lift every school	E		X
Aspiration:			
We refuse to accept that geography or disadvantage dictates destiny	E		X
Integrity:			
We act ethically, transparently, and with financial propriety	E		X
Compassion:			
We recognise need and act with positive intention to support wellbeing	E		X
Respect:			
We value diversity, listen to our communities, and treat every individual with dignity	E		X
QUALIFICATIONS:			
Good level of education to include GCSE or equivalent Grade 5/C or above in Mathematics and English	E	✓	
First Aid qualification, or willingness to undertake/maintain relevant first aid training	E	✓	
Safeguarding training at an appropriate level, or willingness to undertake relevant training	E	✓	✓
Level 4 qualification or equivalent experience in relevant area such as health, care, education, administration, leadership or student support	E	✓	✓
EXPERIENCE:			
Experience of coordinating support for children or young people with medical conditions, health needs or complex pastoral/welfare needs	E	✓	✓
Experience of managing confidential information, records and data with accuracy and discretion	E	✓	✓
Experience of using digital systems to manage records, workflows, reports or service information	E	✓	✓

Experience of supervising, directing or line managing staff	E	✓	✓
Experience of interpreting legislation or external guidance and using it to draft, review or implement policy and procedures	E	✓	✓
Experience of working in a school or education setting	D	✓	✓
Experience of leading service improvement, audit, compliance assurance or process development	E	✓	✓
KNOWLEDGE, SKILLS AND ABILITIES:			
Understanding of the importance of safe, inclusive and consistent support for students with medical condition	E	✓	✓
Understanding of safeguarding principles and the need to escalate concerns appropriately	E	✓	✓
Strong organisational skills with the ability to prioritise competing demands and follow through actions	E	✓	✓
Ability to interpret guidance, procedures and operational requirements and translate them into practical working arrangements	E	✓	✓
Ability to coordinate across multiple teams and build effective working relationships with staff, parents/carers and external professionals	E	✓	✓
Strong written and verbal communication skills, including the ability to produce clear records, reports and guidance	E	✓	✓
Ability to analyse information, identify risks or gaps and recommend practical improvements	E	✓	✓
Good IT skills, including Microsoft Office and the ability to learn and use systems such as Medical Tracker and SIMS	E	✓	✓
Ability to remain calm, professional and solution-focused when responding to urgent or sensitive situations	E	✓	✓
Knowledge of allergy safety, medication management, healthcare planning or first aid provision in schools	E	✓	✓
Detailed knowledge of the statutory and regulatory framework relating to supporting students with medical conditions, allergy safety and first aid in an education setting	E	✓	✓
Ability to proactively draft and review policy, lead consultation and progress recommendations through formal approval arrangements	E	✓	
Ability to lead and assure first aid and medical service delivery through effective line management, risk assessment, training, monitoring and continuous improvement	E	✓	✓
FURTHER REQUIREMENTS:			
Discreet and able to maintain confidentiality at all times	E	✓	✓
Professional, approachable and able to work sensitively with students, families and colleagues	E	✓	✓
Flexible, adaptable and committed to continuous improvement	E	✓	✓

Able to work independently while also contributing positively to a wider team	E	✓	✓
Commitment to safeguarding, equality, health and safety and the values of the Trust	E	✓	✓