

JOB DESCRIPTION



DEPUTY LEAD NURSE

Responsible to: Nurse Manager

Main purpose:

Support the Nurse Manager in the clinical leadership and operational management of the Valence School nursing team, ensuring the delivery of safe, high-quality, evidence-based nursing care for children and young people with complex health needs in an educational and residential setting. The role includes direct clinical input, staff supervision, training, delegating care to school staff, and contributing to governance, quality assurance and service development.

Key Responsibilities:

Clinical Practice and Care Delivery

- Provide specialist nursing support for children and young people with complex and continuing healthcare needs as required.
- Assess care needs and determine which clinical tasks can be safely delegated to trained school staff, ensuring risk assessment, competency assessment and appropriate supervision.
- Act autonomously within professional scope to assess changes in condition, manage clinical risk and escalate concerns appropriately.
- Ensure all nursing care is evidence-based and aligned with national guidance, NMC standards and local policies.
- Maintain a clear focus on patient safety, infection control and risk management.

Leadership, Governance and Quality Assurance

- Support the Nurse Manager in leading and managing the nursing team (Band 5 and Band 6 nurses), deputising when required.
- Contribute to clinical governance, audit activity and quality improvement initiatives to ensure high standards of practice are maintained.
- Monitor compliance with documentation, record-keeping and patient safety requirements across the team.
- Identify emerging risks or trends and escalate appropriately to senior leaders and safeguarding leads.

Training, Delegation and Workforce Development

- Lead and maintain a rolling programme of training for school and residential staff to support students safely and consistently.
- Support staff induction, supervision, appraisal and ongoing professional development.

- Promote a positive learning culture and support recruitment, retention and development of nursing staff.

MDT Working and Communication

- Work closely with therapists, education staff and external professionals within an integrated model of care.
- Communicate complex and sensitive clinical information clearly to colleagues, families and partners, adapting communication to meet individual needs.
- Maintain strong working relationships with external agencies and healthcare partners to support continuity of care.

Planning, Organisation and Resources

- Support the Nurse Manager in planning, organising and monitoring nursing workloads to meet changing student needs.
- Ensure effective use of staffing, equipment, medical devices and other resources, delivering value for money.
- Monitor stock control and support budgetary oversight in line with school procedures.

Information Management

- Ensure accurate, timely and confidential clinical documentation in line with NMC guidance, GDPR and school policies.
- Present clinical and service information clearly, concisely and professionally, both orally and in writing.

Professional Practice

- Work at all times in accordance with the NMC Code of Professional Conduct.
- Maintain own professional registration, competence and CPD portfolio.
- Participate in appraisal, supervision, audits and service development activity.

Additional Requirements

- Ability to manage physical aspects of care, including safe use of medical equipment and occasional manual handling.
- Ability to manage emotional demands associated with caring for children with life-limiting or complex conditions and to support colleagues appropriately.
- Undertake other reasonable duties as required by the Nurse Manager.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the post. It is not a comprehensive list of all tasks that the postholder will carry out. This job description may be amended at any time in consultation with the postholder.

This role involves contact with and responsibility for children and young people and will be engaged in regulated activity. The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from the Rehabilitation of Offenders Act. If your application is taken further, you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against DBS.

**Valence School
Nursing Team**

