



**TUDOR GRANGE ACADEMY SOLIHULL**

**STUDENT WELFARE LIAISON  
Job Description**

**Scale: NJC Points 5-11**

Permanent

37 hours per week

43 weeks per year

8:00am – 4:00pm or 8:30am – 4:30pm

3:30pm or 4:00pm finish on Friday

**Core Purpose**

Our vision is to provide a world-class education which develops the potential of all students, no matter what their starting point.

The aim of the Academy is to maintain high academic outcomes by creating an environment where every child has the desire and the opportunities to reach their academic potential, whilst develop as individuals who demonstrate the Tudor Habits and Values and who are able to navigate the various challenges of life with integrity, morality and kindness.

This is a key role at the Academy. The post holder will provide support to students, including taking a lead on first aid at the Academy.

**Specific Responsibilities**

**This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance.**

- Manage and supervise sick and injured students and staff, administering first aid if required.
- Liaise with parents / carers in relation to medical issues concerning their child.
- Supervise students in the student services area.
- Maintain daily accident/sickness log and the student medical register.
- Report regularly to the Principal / H and S manager.
- Report HSE reportable incidents.
- Manage administering (and safe storage) of all prescribed and non-prescription medicine to students, having obtained parental consent forms.
- Produce and manage spreadsheets, regarding all medical information for staff information.
- Provide Academy staff with guidance and training for staff and volunteers on medical conditions and how they may affect the education of individual students.
- Ensure that staff knowledge of relevant legislation regarding practical management of first aid, diabetes, asthma, allergic reactions and epilepsy is up to date, identifying where training is required and providing training using external agencies as appropriate.
- Develop appropriate individual healthcare plans and emergency plans. Manage care plans on behalf of the Academy. Keeping up to date records and informing all staff appropriately.
- Maintain medical records on the Academy MIS system.
- Ensure that all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation.
- Ensure there are sufficient numbers of trained staff available to provide first aid care to students and deliver against all individual healthcare plans, including in contingency and emergency situations.
- Ensure that arrangements are in place to support students with medical conditions and provide first aid during off site activities.
- Liaising with the school nursing service.
- Manage any vaccination programmes at the Academy.

**Any other duties in support of the Academy as reasonably decided by the Principal.**

**Line Manager**

Office Manager