



## Welcome from our Head Teacher



Thank you for your interest in joining Archbishop Ilsley Catholic School.

The ethos of Ilsley is quite simple. As a Catholic school, we want pupils to “let (their) light shine.” We want pupils to believe in themselves and strive to fulfil their vocation, whatever that may be. Pupils are polite and friendly and a real joy to work with. They are the main benefit to working at Ilsley.

We have great facilities: as well as a spacious staffroom (we have briefing twice a week in here), we have a well-stocked library, a sports hall, gym, fitness suite, astroturf and a muga, as well as a swimming pool.

I hope you find this application pack informative and useful. If you read some of our recent newsletters which you can find here <https://www.ilsley.bham.sch.uk/communication/abi-update/> or scroll through our posts from our Twitter account @ABillsley, you will also get a flavour of what day-to-day life is like at Ilsley. I highly recommend you come to visit the school. Simply email [recruitment@ilsley.bham.sch.uk](mailto:recruitment@ilsley.bham.sch.uk) and Adrian, or one of our maths teachers, would be pleased to give you a tour and hear your ideas about the role.

I look forward to receiving your application and meeting you in person.



Ciaran Clinton

## Welcome from the Strategic Business Manager

Dear potential candidate,

Thank you for your interest in the role of Medical Lead at Archbishop Ilsley Catholic School. We are delighted that you are considering joining our community.

At Archbishop Ilsley, the wellbeing, safety and support of our students are central to everything we do. The Medical Lead plays a vital role in ensuring that students with medical needs are supported effectively so they can fully access school life and achieve their potential.

You would be joining a supportive and collaborative staff body, where colleagues work closely together to provide the best possible environment for our young people. We are proud of the strong sense of community within the school and the dedication of our staff to the care and development of every student.

I hope this recruitment pack gives you a clear sense of our values, our commitment to student wellbeing, and the important role this position plays within our school. We look forward to receiving your application and wish you the very best with the process



Adam Hicks



**Medical Lead**  
**32.5 Hours per Week- Term Time Only**  
**Grade 3 Points 9-22**  
**£27,254-£33,699 FTE**  
**£21,024-£25,995 Actual**  
**Permanent contract**

**Start Date: As soon as possible**

An exciting opportunity has arisen to join the pastoral team at Archbishop Ilsey Catholic School. We are looking to appoint a dedicated, organised and compassionate Medical Lead to play a key role in supporting the health and wellbeing of our students and ensuring that those with medical needs are able to fully access school life.

Working closely with pastoral staff, safeguarding leads, parents and external agencies, the Medical Lead will oversee the day-to-day management of student medical needs, administer first aid where required, and ensure that appropriate care plans and procedures are in place.

**Our Pastoral Team offers:**

- Talented, supportive and committed colleagues;
- A strong culture of collaboration across pastoral, safeguarding and inclusion teams;
- Opportunities to work closely with students and families to make a meaningful difference;
- Access to professional development and training;
- A well-organised and supportive working environment.

**The successful applicant will:**

- Be organised, reliable and able to work calmly in a busy school environment;
- Have strong interpersonal skills and the ability to build positive relationships with students, staff and parents;
- Demonstrate a high level of care, professionalism and confidentiality;
- Be committed to supporting the wellbeing and safety of students;
- Make a positive contribution to the school's distinctive Catholic ethos

**Deadline for applications: 9am on Monday 30<sup>th</sup> June 2026**

*We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.*

## Person specification for the role of Teacher of Mathematics

Qualities and Attributes	Essential	Desirable	Evidenced By
<b>Education and Training</b>			
Relevant First Aid Qualification	X		Application Form
Experience of administering medication and managing medical needs	X		Application Form
Experience of working within a school		X	Application form
<b>Quality of Provision</b>			
Ability to manage and respond to medical incidents calmly and effectively	✓		Application Form/Interview
Good understanding of safeguarding and confidentiality requirements	✓		Application Form/Interview
Ability to maintain accurate medical records and documentation	✓		Application Form/Interview
Knowledge of relevant medical guidance and school policies		✓	Application Form/Interview
<b>Personal Qualities and Characteristics</b>			
A caring and compassionate approach when supporting young people	✓		Interview
Excellent communication and interpersonal skills	✓		Interview
Strong organisational skills and attention to detail	✓		Letter of application/Interview
Ability to work independently and as part of a wider pastoral team	✓		Letter of application/Interview
Ability to remain calm under pressure and respond to emergencies appropriately	✓		Letter of application/Interview
Commitment to safeguarding and promoting the welfare of children	✓		Application Form

## **What staff say about working at Archbishop Ilsley Catholic School**

“Staff are really friendly...really supportive... not judgmental.” Male maths teacher

“Colleagues are fantastic... very supportive.” Female maths teacher

“I love it... so glad I made the move.” Female RS teacher

“It’s lovely here... people are so kind... offering to do things for you.” Female PE teacher

“We’re a great unit... we’re a family.” Male DT teacher

“Everyone made me feel welcome.” Female member of the admin team

“Staff are phenomenal... we’re a community.” Male RS teacher

“I absolutely love it here.” Female D&T teacher

“I really like working here... staff are great.” Female member of support staff

“People are lovely... very supportive of each other. It’s not just a job.” Female maths teacher

“I love working here... I 100% feel at home.” Male Humanities teacher

“I’m not Catholic but I don’t feel excluded... we’re one big family.” Female Humanities teacher

“I feel privileged to work here.” Female TA

“There is great camaraderie... there is a buzz in the staffroom.” Female TA

“Staff are really talented and loyal and willing... people care.” Female English teacher

“We have phenomenal staff... we have the best middle leaders.” Male member of SLT

“I love this school... there are so many amazing people here... the pastoral team are amazing.” Female member of support staff

“I feel really lucky to work here.” Female PE teacher

“Ilsley is the centre of the community.” Male PE teacher

“I love this school... I love teaching here.” Male Humanities teacher

“Teachers are so open minded... they say ‘we’ll try it’.” Male TA

“Archbishop Ilsley is an extension of our own family.” Female D&T teacher

“I don’t think there is a person I would go to for help, and they would say no... it would be a ‘YES’ – without a doubt.” Female Art teacher

## **Staff happiness is our priority. Things that make Ilisley a special place to work**

1. Friendly and welcoming staff
2. Duke of Edinburgh – the best in Birmingham! A must for lovers of the outdoors and we're always looking for more volunteers.
3. A swimming pool! (Staff can swim between 7am and 8am Tuesday and Thursday)
4. Football after school on a Wednesday on the astroturf (everyone welcome)
5. Basketball in the gym after school on Friday (all are welcome)
6. Cambodia (Global Links Club) – the opportunity to be part of a group who run weekly training sessions for Year 12 pupils who wider their horizons and prepare them for their 16 day trip to South East Asia in June.
7. St Patrick's Day Parade – the only school to have a 'float' at the parade in Digbeth. Come along and get involved!
8. Spacious staffroom
9. Secret Saints (presents in pigeon holes)
10. An active Well-Being Committee
11. Strong and supportive union presence who work harmoniously with the headteacher
12. An understanding of those juggling work and family life – time off for children's first day at school, nativities, sports day etc
13. No unnecessary meetings
14. A workable feedback policy
15. Great extra-curricular opportunities (theatre, Houses of Parliament, dance competitions, Berlin, Battlefields, National Trust membership)
16. Whole school events for the pupils (Black Country Museum, Blackwell, Y8 Valentine's disco)
17. Half termly staff breakfast (briefing in the canteen)
18. End of term celebrations

## Job description

**Post Title:** Medical Lead

**Start date:** As soon as possible

**Post Purpose:**

To uphold the Catholic Life and Mission of the school.

To lead and coordinate the medical provision across the school.

To ensure that appropriate medical care, first aid and support is provided to our students.

**Reporting to:** Assistant Head for Safeguarding

**Working Time:** 32.5 hours per week, term time only. Permanent

**Salary/Grade:** NJC Grade 3 SP 9-22

**Disclosure Level:** Enhanced

### General Duties

To lead and coordinate the provision for students with medical needs within the school, ensuring that appropriate medical care, first aid and support is provided so that students are able to safely access all aspects of school life. The role holder will maintain accurate medical records, administer medication where required and work collaboratively with staff, parents and external agencies to support the health, safety and wellbeing of students.

The post holder will actively support the aims and values of Archbishop IIsley Catholic School and contribute to the Catholic Life and Mission of the school. They will also share in the corporate responsibility for the wellbeing and safety of all pupils.

### Specific Duties

#### 1. Medical Provision

- Provide first aid and medical assistance to students, staff and visitors in the event of accident, injury or illness.
- Manage the day to day operation of the school medical room and ensure it is appropriately equipped and maintained
- Administer prescribed medication to students in accordance with school policies and procedures.
- Maintain accurate and confidential medical records, accident reports and medication logs.
- Ensure important medical information is shared with relevant staff whilst maintaining confidentiality.
- Liaise with parents/carers about student medical needs, treatment and ongoing care.
- Support the school in meeting statutory requirements relating to students with medical conditions.
- Ensure the first aid kits and medical equipment across the school are appropriately stocked and maintained.
- Coordinate arrangements for student with medical needs during school trips, activities and any other extra-curricular activity.

#### 2. Student Support

- Work closely with pastoral staff, safeguarding leads and the wider student support team to support students with medical or health needs.

- Provide reassurance and care to students who are unwell or distressed.
- Promote awareness of health, wellbeing and medical needs within the school community.
- Support students with chronic or long-term medical conditions to ensure they can access learning effectively.
- Contribute to safeguarding processes and follow school procedures where concerns about a student's welfare arise.

### **Communication and Liaison**

- Maintain effective communication with parents/carers regarding student medical needs.
- Liaise with external professionals such as school nurses, healthcare providers and emergency services where appropriate.
- Provide advice and guidance to staff regarding student medical conditions and appropriate responses.
- Support staff training where appropriate in relation to medical needs, first aid and emergency procedures.

### **Professional Standards**

- Support the aims of the school to promote a caring and inclusive learning community.
- Treat all members of the community, colleagues and pupils, with respect and consideration.
- Maintain strict confidentiality when handling sensitive medical information.
- Set a good example in terms of professionalism, punctuality and reliability.
- Support the ethos of the school by upholding policies and procedures including safeguarding, health and safety and behaviour.
- Take responsibility for personal professional development and participate in training where appropriate.
- Reflect on professional practice with the aim of improving the quality of support provided to students.
- Read and adhere to all relevant school policies and procedures.
- Participate in appropriate staff meetings and briefings where required.
- Ensure that records and documentation are completed accurately and within required timescales.
- Undertake duties as prescribed within school policies.
- Be proactive and take responsibility for matters relating to health and safety within the medical provision of the school.
- Undertake duties that may reasonably be assigned by the Headteacher or senior leadership team

This job description may be amended at any time in discussion between the Head Teacher and yourself but in any case will be reviewed before the commencement of the next Performance Management cycle.

### **Signatures:**

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

**Signed.....(Teacher) Signed.....(Head Teacher)**

**Dated.....(Teacher) Dated .....(Head Teacher)**

## **Our Safeguarding commitment**

Archbishop Ilsey is committed to safeguarding and promoting the welfare of all its pupils. We believe that:

- Our young people have the right to be protected from harm, abuse and neglect;
- Our people have the right to experience their optimum mental and physical health;
- Every child has the right to an education and young people need to be safe and to feel safe in school;
- Young people need support that matches their individual needs, including those who may have experienced abuse;
- Our young people have the right to express their views, feelings and wishes and voice their own values and beliefs;
- Our young people should be encouraged to respect each other's values and support each other;
- Our young people have the right to be supported to meet their emotional, social and mental health needs as well as their educational needs. Our school will ensure clear systems and processes are in place to enable identification of these needs. Including consideration of when mental health needs may become a safeguarding need;
- Our school will contribute to the prevention of abuse, risk/involvement in serious violent crime, victimisation, bullying (including homophobic, biphobic, transphobic and cyber bullying), exploitation, extreme behaviours, discriminatory views and risk-taking behaviours.

All staff and visitors have an important role to play in safeguarding young people and protecting them from abuse and considering when mental health may become a safeguarding issue.

Please be aware, as part of our rigorous safer recruitment process, we will undertake the following pre-appointment checks if you are successful on the interview day:

- Verification of identity – including an original birth certificate;
- Eligibility to work in the UK;
- An online search;
- DBS Barred List (if a teacher, cover supervisor or pastoral lead);
- Enhanced DBS check;
- That you are not subject to a prohibition order or GTCE restriction;
- That you are not subject to a TS128 prohibition from a management position (if grade 4 or HOD or SLT);
- Qualifications (including degree certificate and A Level results);
- QTS certificate;
- Overseas check may be made if you have lived abroad;
- Two references will be requested and verified.

This position is only available for candidates who have the right to work in the UK. We regret we cannot sponsor candidates from abroad or provide a work visa.

As a new employee you will be expected to uphold and promote our strong safeguarding culture.