

Health and Welfare Assistant (HWA) (with SEND Support)

LBR 5 (pending HR ratification). (Pt.12-Pt.15) SALARY RANGE £25,137pa to £26,520pa

Term time only. Hours: 36 hours per week (8.00am to 4.00pm)

Line Manager: Lisa Sawyer, Health and Welfare Officer (HWO)

OUTLINE RESPONSIBILITIES:

- (1) To deal with unwell pupils reporting to the Medical Room (in accordance with current guidelines)
- (2) To provide first aid to pupils and staff as required (as part of the First Aid team)
- (3) To promote the highest standards of behaviour and of social and emotional wellbeing
- (4) To provide (as a team member) a first response to urgent situations involving students
- (5) Under the direction of the SENDCO, to provide learning support (e.g. mentoring or classroom support) to individual SEMH students (KS3 – KS5), as and when necessary
- (6) To provide administrative support to the SENDCO
- (7) To contribute to exam invigilation arrangements for SEND students, as and when necessary
- (8) To liaise with colleagues / parents / outside agencies as appropriate to support individual students in implementing agreed strategies
- (9) To support the wider remit of the Health and Welfare Officer (HWO) and to deputise in case of absence
- (10) To be a visible presence around the school site
- (11) To be aware of and comply with all school policies and procedures, in particular those relating to Equal Opportunities, Health and Safety, Risk Assessments, SEND and Child Protection.
- (12) To carry out other duties and tasks that may reasonably be requested

PERSON SPECIFICATION:

- (1) Ability to maintain a high level of professional confidentiality
- (2) Confidence in dealing kindly but firmly with young people, recognising varying needs, exercising judgement in making decisions (following established procedures) and alerting the appropriate colleague (e.g. HWO, SENDCO or SGO) as necessary
- (3) The key qualities of: calmness, discretion, flexibility, dependability and self-reliance
- (4) Someone who will enjoy working in an educational environment, a team player who is well organised, hardworking, able to carry out set duties and work to deadlines
- (5) Someone with experience of welfare support of a medical or SEND or SEMH nature and the confidence (supported by training and by colleagues) to deal with a variety of medical or mental health issues
- (6) Experience of working with young people is desirable though not necessarily essential
- (7) Comfortable familiarity with standard ICT applications including Word, Excel and Outlook
- (8) Good written and oral communication skills
- (9) Within the guidelines of established school policies and practice, the ability to use initiative and the judgement to know when this is, or is not, appropriate

YOU WILL NEED:

- Integrity and sensitivity
- The ability to multitask and prioritise
- Coolness under pressure
- The ability to communicate appropriately and effectively in varying contexts
- A well-developed sense of humour and proportion

The above and the detail overleaf indicates the nature of the job which demands flexibility and strong organisational and interpersonal skills. This post will appeal to someone who would enjoy working in a busy but friendly environment and would take an interest in the many aspects of school life.

The job description may be amended at any time after consultation with you.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Health and Welfare Assistant (HWA)

MAIN RESPONSIBILITIES:

*Working on our Student Guidance Team, this job has 4 main aspects: 1. Supporting the Health and Welfare Officer (HWO) to **supervise the Medical Room**; 2. A range of **routine** tasks (active and administrative); 3 .Supporting identified students (**SEND, SEMH**) in and out of the classroom; 4. Maintaining the sort of positive relationships with students which are conducive to provision of **informal mentoring** where this is helpful and appropriate.*

1. Helping supervise the Medical Room & provide emergency response as necessary

- Receive and deal with unwell pupils within school guidelines
- Administer First Aid to students, and staff
- First response team member

2. A range of routine tasks (active and administrative)

- 'See & be seen' (i) beginning and end of day; (ii) corridors during lesson time; (iii) break and lunchtimes
- Proactive use of *CPOMS* (Safeguarding and Child Protection software)
- Making brief entries in other Welfare & SEND logs where required
- Uploading meeting notes, formal statements, correspondence etc. to student SIMS files

3. Supporting identified students (in particular SEMH) in and out of the classroom

- To lead on the delivery of one-to-one or small group intervention to SEMH/ other SEND students
- To act as a formal mentor for identified students
- To play a key role in supporting effective transition arrangements for SEND students
- To contribute to exam invigilation arrangements for SEND students
- To assist with the process of reviewing SEND support
- To maintain good communication with parents and relevant outside agencies
- To provide administrative support to the SENDCO
- Monitoring student compliance with agreed patterns of behaviour (e.g. daily reports, dress code observance, mobile phone practice etc.)
- Monitoring required improvement in punctuality and / or attendance
- Liaising with parents and / or outside agencies
- Keeping relevant colleagues regularly updated on situation of students with identified welfare issues
- Supporting students in implementing agreed strategies for the management of debilitating conditions or states of mind (e.g. anxiety, ADHT, low self-esteem)

4 Informal mentoring

Seeking to contribute to proactive but sensitive support for:

- School refusers
- Potentially vulnerable LGBT+ students
- Students with known mental health concerns

- Young carers
- Looked After (& Previously Looked After) Children (LAC + PLAC)
- The bullied and the bullies
- Cases of fragile self-confidence or self-esteem & high levels of anxiety
- Vulnerable SEMH/SEND students
- Students undergoing a personal crisis: (e.g. bereavement or domestic insecurity)

Points of external liaison:

Internal	External
Health and Welfare Officer (HWO)	Family
SENDCO	CAMHS
Student Guidance Officer (SGO)	Social workers
AHT (Safeguarding & Student Welfare)	Education and Welfare Officer (EWO)
Assistant Headteacher AHT (Attendance)	Educational Psychologist
Heads of Year (HoY)	
School Nurse	
Form Tutors	
School Counsellors	