

JOB DESCRIPTION

Post title:	Academy Health and Well-being Advisor
Academy:	Excelsior Academy
Reporting to:	Strategy Manager for Inclusion and Welfare
Salary/Pay range:	£20,000 - £25,000 pa (FTE) negotiable dependent upon experience
Hours of work:	37 hours per week term time only

Purpose of Job

To provide a clinically effective, high-quality service to individuals and / or group support relating to their emotional and physical well-being.

Main Duties and Responsibilities

Pastoral care

- Devise and implement strategies to ensure that the most vulnerable pupils and those with particular personal needs/problems (e.g. pupils who are carers, those with diabetes, those self-harming or have other mental health problems) are identified and appropriately supported.
- Offer open access 'drop in' sessions for pupils where they are able to receive personalised support and advice in areas such as relationships, managing stress and risk-taking behaviours and signpost to external provision of health related services and referral of pupils to other agencies as necessary.
- Provide health resources to be used by pupils, empowering them to make healthy choices.
- Work with staff, parents, carers and pupils to reduce above average absence due to sickness e.g. support work to enable pupils with long term conditions to self-care in school, supporting programmes for those with school phobias.
- Work with Designated Safeguarding Leads to identify and act to safeguard pupils at risk
- Provide contraceptive advice for pupils and facilitate the provision of emergency contraception or advice relating to it, to those who require it
- Promote health education around the School.

Review, monitor and record the health status of all pupils:

- Provide counselling and emotional support to pupils, recognising when further referral is necessary
- Oversee the preparation and maintenance of recording pupils with a medical condition.
- Ensure this record of medical conditions is available for staff
- Work with SENDCO and Welfare Managers to identify children with particular developmental concerns, assess their health status and refer to specialist services where necessary.
- Work with parents, carers, specialist health professionals and others to develop, implement and monitor in-school care plans for pupils with complex health needs and long-term conditions (e.g. asthma, diabetes, epilepsy etc.) to enable them to attend and benefit from school.
- Organise, plan and supervise all school immunisations.
- Advise the School Principal with responsibility for Welfare in the development of health-related policies, preventive or risk reduction programmes of work around any specifically identified school needs, e.g. nutrition, physical activity, medical checks, teenage pregnancy initiatives, nut allergies, obesity.
- Contribute to the development of School Major Incident Plans include a response to outbreaks of communicable diseases.
- Attend, constructively participate in and prepare reports as required for the school Health and Wellbeing Meetings.
- Collect data as required, maintaining records in secure storage.

Teaching and learning

- Play an active role in health promotion through the planning, delivery and support of the school PSHE programme, including supporting the organisation of assemblies which relate to Health and Well-being

General Administration

- As part of the school support staff team, support the School as necessary within limits of own capability and as time permits.

Communications

- Advise parents on immunisation programmes and outbreaks of communicable diseases.

- Uphold medical confidentiality in line with legal (common law and statutory) duty of confidentiality to pupils and maintain medical records accurately, confidentially and safely.
- Provide health advice to staff organising trips, in particular, residential and overseas visits.

Management of resources

- Oversee correct procedures of dispensed treatment given and all supplies used are recorded; record the dispensing of drugs following drug protocols.
- Ensure that first aid resources for example first aid boxes, are stocked/audited and maintained.

Training & development of self and others

- Maintain and improve professional knowledge and competence, keeping up to date with professional, clinical and nursing issues relevant to work in schools.
- Provide training, support and advice for teachers and other staff on specific health needs / issues e.g. use of Jext (epi-pens), diabetes care, epilepsy, allergies, substance misuse, head lice, eating disorders, self-harm and other mental-health issues.
- Devise and implement a training strategy for first aid across all staff groups in the academy, providing identified first aid training.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2016 where required

Any other duties as may reasonably be requested by your line manager and Academy/Trust Management. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.