



Job Description

Job Title:	Healthcare Support Worker (A4734)
Salary/Grade:	N6
Evaluation:	476 Points
Responsible to:	Head Teacher
Type of Position;	Full Time (36 hours), Annualised hours
Job Purpose:	To work collaboratively with staff, parents and multi-disciplinary teams to support the health care of all pupils at Sir Charles Parsons school, under the instruction and guidance of senior staff.

Main Duties of the Post

Supporting Families

- Liaise with families, colleagues and other social welfare or healthcare professionals
- Be a point of contact for parents/carers and health professionals around health-related issues
- Coordinate health appointments across school and support attendance where necessary
- Attend home visits and pre-admission meetings alongside class staff to determine level of medical need of pupils, identify key health care professional involved with that child
- Establish and foster good relationships with all parents and carers of pupils
- Promote the self-esteem of parents and carers and help them to communicate openly
- Facilitate group family support sessions in partnership with the Family Support Worker and actively promote the family support services provided by school

Working with Health Professionals and Multi-disciplinary teams

- Liaise with paramedics/ CCNT/ Paediatricians/parents, during or following a health-related incident in school
- Following a health-related incident, liaise with CCNT/Paediatricians/parents, and share with school staff to ensure they are aware of any follow up advice
- Ensure all Health care plans are current and outline timescales through liaising with named health staff leads
- Ensure arrangements to QA practices in school through liaison with health professionals
- Check health information in EHCP is up to date and correct through liaising with health professionals
- Support health care professionals, involved with the child (including CYPs and CCNT nurses) and if appropriate support parents to attend health appointments
- Report to (share information with) health care professionals (nurses, GPs, paediatricians etc) any information, so they have a clear picture of the child's needs and changes in their presentation, thus enabling pupils to receive the best possible treatment and outcomes
- Coordinate and consult with other external healthcare team members including CCNT
- Establish and foster good relationships with healthcare professionals supporting pupils in school
- Liaise with the school's Family Support Worker as and when required
- Commit to extending skills and knowledge through attending training and supervision where appropriate

Supporting Pupils

- Undertaking training alongside TAs to support the health care of pupils with disabilities
- Monitoring and administer meds and health care given to pupils on a daily basis – supported by Sir Charles Parsons staff
- Administer gastro feeds to those pupils who require them (supported by Sir Charles Parsons staff). Liaise with feeding clinic professionals and parents to ensure type/amount etc remain appropriate and feeding plan current
- Attend to a child if they become poorly in school, record symptoms and ensure parents/staff are directed and supported following this
- Administer 'high-end' emergency meds when necessary (or support TAs to do so)

- Direct emergency processes and delivery of emergency meds (or support TAs to do so)
- Monitor the health of all pupils through working alongside staff, parents and health professionals
- Promote self-esteem and independence
- Under guidance from a teacher, provide feedback to pupils in relation to their progress and achievement
- Ensure regular contact with pupils in school through spending allocated time within the classroom environment

Supporting the School

- Be aware of, and comply with, all policies and procedures
- Contribute to the overall aims and vision of the school
- Establish and maintain effective working relationships with colleagues
- Provide daily support to school staff
- Provide advice and guidance through signposting appropriate services to staff, students, parent/carers

Administration

- Maintain up to date health records in school through liaising with health professionals, staff and parents
- Maintain safe storage of medication and liaise with school and parents to renew medication before expiry date
- Ensure all health care training for staff at Sir Charles Parsons is current – where training is required liaise with training lead in school and ensure qualified health staff deliver training promptly
- Locate and track down hospital emergency protocol's for things like Midazolam and Paraldehyde
- Filing pupil records and profiles and gathering/reporting information from and to parents/carers as required

Knowledge & Qualifications

	Essential	Desirable	Method of Assessment
Educational Attainment	<ul style="list-style-type: none"> • NVQ Level3 or equivalent qualification or experience in relevant discipline • Evidence of recent/ and relevant training/ development • Qualified First Aider willing to undertake additional advanced training 	<ul style="list-style-type: none"> • Accredited training qualification in Healthcare 	<ul style="list-style-type: none"> • Application form • Certificates
Work Experience	<ul style="list-style-type: none"> • Experience of working with children and young people with special educational needs/ disabilities and their families • Experience and knowledge of child protection policies, health and medication procedures • Experience of working with multidisciplinary teams • Excellent organisational skills 	<ul style="list-style-type: none"> • Experience of working in a school or health care setting 	<ul style="list-style-type: none"> • Application form • Interview • References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> • Knowledge of legislation affecting administration of medication • Understanding of Education Health and Care plans and the process around those • Excellent written, ICT and verbal communication skills • Able to work in a team and lead if required • Work in self-led situations • Ability to maintain relevant records in line with school policy 		<ul style="list-style-type: none"> • Application form • Interview • References
Circumstances	<ul style="list-style-type: none"> • Willing to undertake additional duties training where necessary • Enhanced clearances from the Disclosure and Barring Service • Ability to work from either Sir Charles Parsons site and move between them 	<ul style="list-style-type: none"> • Full, current driving licence 	<ul style="list-style-type: none"> • Interview • DBS check