

Steyning Grammar School Job Description

Job title: Boarding Health and Wellbeing Lead
Responsible to: Director of Boarding
Line Management of: Boarding Domestic Team

Professionally relates to: The School G.P. Dr Jacque Holdaway, practice partners of MO, practice nurses of MO and/or other professional qualified nurses within the Bohunt Education Trust.

Working closely with: Head teacher and senior Leadership Team, Deputy Directors of Boarding, Houseparents, Boarding Tutors, Domestic Team, Administration Team, Areas Support Manager, the day school Medical Welfare Officer and Parents.

Purpose: To provide a clinically effective, high quality service of nursing care to pupils and first aid care to all members of the school community.

The post holder will use best practice and evidenced based peer reviewed research to plan, deliver and evaluate school nursing (including wellbeing) interventions throughout boarding [school]. The post holder will also be responsible for the strategic development of the boarding medical provision in line with recommended best practice guidelines from the RCN, Boarding Schools' Association (BSA) and Commission for Social Care Inspection (CSCI).

Professional Qualifications:

- A professional nursing qualification – such as a registered children's nurse with relevant post registration experience or a registered adult nurse, registered mental health nurse or registered learning disability nurse on part 1 of the NMC register who has completed a specialist practitioner school nurse qualification.
- Knowledge and experience of providing first aid and the care of children with chronic illnesses.
- Alternative professional health care qualifications may be considered, where supported by relevant certification and experience in the provision of health and wellbeing services to young people in a residential setting. Examples may include medical training of any nature (such as doctor; physiotherapist; paramedic; health care assistant).

Personal Skills:

- **Communication:** clear, concise, timely and appropriate oral and written communication.
- **Sensitivity:** listens well and understands others' needs and perspectives.
- **Self motivation:** meets objectives on own initiative, committed to continuous self-development, willingness to attend appropriate ongoing training/updating.
- **Teamwork:** flexible, co-operative, helpful, self-aware, collaborates well, ability to work alone and as part of a team.
- **Organisation:** systematic, efficient, meets agreed priorities.
- **Response to change:** investigative, adaptable, and prepared.
- **Physical:** able to undertake all the physical requirements of the post and use equipment, according to health and safety guidelines.

Key responsibilities:

1. Management/professional

- Adhere to the NMC The Code: Standards of conduct, performance and ethics for nurses and midwives and be conversant with the Scope of professional practice and other NMC advisory papers
- Use evidence-based practice to develop and maintain a high quality of wellbeing and nursing care to the pupils
- Ensure that a code of confidentiality is developed and followed.
- Be responsible for appropriate development of protocols and patient group directions.
- Act as a role model and motivator for other members of the welfare and pastoral team.
- Be responsible for the smooth and efficient running of the health centre, ensuring efficient systems and processes are in place.
- Undertake DSL level training and form part of the school's Safeguarding Team to triage and manage safeguarding concerns as directed by the Designated Safeguarding Lead.
- Advise professionally upon request on the appropriate systems and processes for wellbeing and healthcare in day school and/or Trust/schools.

2. Wellbeing and Healthcare

- To provide a high standard of wellbeing and healthcare service within NMC guidelines to students, members of staff and any visitors while on site. This will include:
- Organise and run nurse drop-in clinics during span of duty (within agreed level of competence);
- Ensure care individual health plans are developed and written for students requiring them, in liaison with students, parents, any relevant medical adviser and (boarding house staff) and shared appropriately with relevant staff;
- Provide first aid and emergency care and treatment as necessary – this includes maintaining and monitoring stock of all boarding first aid kits;
- Add capacity and professional advice to the day school medical provision.
- Provide a confidential wellbeing and health advice service as appropriate to boarding students.
- Carry out child and adolescent surveillance programmes in conjunction with the GP practice and at arrival in boarding.
- Follow good practice and specific directives on immunisation procedures relevant to the boarding school population and individuals.
- Operate procedures for control of infectious diseases.
- Follow procedures for the safe disposal of clinical waste.
- Develop and implement protocols and processes around safe storage, usage and disposal of medical supplies and drugs.
- Maintain treatment room stock, hygiene and tidiness.
- Organise access to doctors' surgeries, including advising boarding students to attend and referring to GP as appropriate.
- Arrange for boarding students to attend any medical, dental or other health appointments as necessary.
- Assess, implement and evaluate in-patient care of pupils admitted to boarding wellbeing and health centre (within agreed levels of competence).
- Maintain safe storage, usage and disposal of medical drugs and supplies.

3. Health education

Duties will include:

- Organise the Boarding Wellbeing Programme.
- Promote wellbeing and health education throughout the school in conjunction with the School's PSHE teaching staff; its curriculum and wellbeing programmes;
- Ensure the provision of, and access to, a range of publicity materials on issues relating to student wellbeing and health.
- Keep up-to-date with current wellbeing and health promotion initiatives.
- Teach first aid and clinical skills to school [Trust] staff as required to meet the needs of the school population.
- Monitor staff competence with these skills.

4. Administrative

Duties will include:

- Maintain medical records accurately, confidentially and safely.
- Keep nursing records to a high standard ensuring the accurate and rapid retrieval of information.
- Record dispensing of drugs following drug protocols.
- Maintain general office procedures.
- Set up and organise school medical examinations and other surveillance audits.

5. Health and safety and wellbeing

To work with the Site Lead, and as requested, the Trust H&S Lead, the Trust Safeguarding/Wellbeing Lead, the Director of Governance or Director of HR: to deliver best practice health, safety and wellbeing in the School/Boarding/Trust by:

- Having an involvement and awareness of health and safety issues within the school affecting staff, children or the environment.
- keep records of reported accidents/near misses and working with the appropriate investigating lead to ensure all such matters are reported appropriately and in a timely manner.

6. Working with others

The successful applicant will need to work:

- Closely with other members of boarding team (including the Boarding Finance Assistant as part of the health care provision) to ensure seamless and continuous care, and with parents, academic staff, and school office staff and all other departments as necessary.
- School health advisers and other members of the primary health care team.
- Social services where appropriate.
- Doctors, health centre staff and pharmacy (as appropriate).
- Appointments and admission staff for consultants, orthodontics, dentist and opticians.
- Line management of domestic team.

7. Hours of work

- This job is open to job share.
- This is a full-time position and the post holder is expected to manage their own time, working flexibly to meet the needs of the service.
- The hours involved are 07:30 am and negotiable thereafter to amount of 37.5 hours.
- It is expected that the post holder will work the week before each academic year, and 2 days before the start of Spring and Summer Terms starts to ensure that the wellbeing and health centre and service as set out here is prepared for the necessary service provision.

Onsite accommodation for overnight on call where necessary.

Full time hours 37.5 hours - 42 weeks per year.

Shift pattern 07:30 am and negotiable thereafter to amount of 37.5 hours.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals of about one year and may be subject to modification or amendment at any time after consultation with the holder of the post.

All post holders share responsibility for safeguarding and promoting the welfare of children

Mrs Natasha Nicol

Associate Headteacher

January 2022