



JOB DESCRIPTION

FIRST AIDER, PASTORAL AND PUPIL WELLBEING SUPPORT ASSISTANT (FIXED TERM)

PRIMARY DIVISION – BOYS' JUNIOR SCHOOL

MAIN PURPOSE OF JOB:

To support staff in providing First Aid care and promoting the welfare, progress and good conduct of children in the Boys' Junior School.

MAIN DUTIES:

Student Support including:

- Supporting students in their learning through encouraging positive attitudes and behaviour with their presence around school and specific interventions with pupils within class, outside class and during study time.
- To provide appropriate, age-sensitive pastoral interventions for individual pupils and small groups experiencing emotional difficulties
- Support and advise teachers in relation to behaviour of individuals and groups of students.
- To assist the Deputy Head of the Junior School in investigations into Serious Misbehaviour.
- To coordinate friendship group support and initiatives for students who lack those social skills.
- Supporting pupils in their full engagement with school life.

Responsibility for promoting good behaviour and standards, including:

- Assist in managing the behaviour of pupils including implementing sanctions as appropriate.
- Uphold standards within the School regarding appearance, uniform, equipment and behaviour and promote, through actions and personal conduct the ethos of the school.
- Be available for students during break and lunch periods (requiring the Job Holder to have their lunch after 1:30 pm).

Pastoral Administration and Monitoring, including:

- Keeping records of welfare and behavioural information on the school management system promptly and accurately.

Provision of First Aid, Medical and Pastoral Care

- To ensure that the best possible medical care for injuries, acute illness and long-term health care needs is available to pupils in the Boys' Junior School.
- To be a main point of contact for all matters of First Aid- to administer First Aid in accordance with the Foundation's Policies to pupils, as appropriate.
- To supervise children in the Medical Room.
- To support the welfare of boys in the Junior School by providing a listening ear at times of distress and anxiety with the aim of encouraging them to return to their normal timetable as soon as appropriate.
- To liaise with Senior Staff over sending children who are unwell home from School.
- To liaise with staff, over pupils' concerns and welfare/ medical needs in accordance with the School policies on medical and mental health care provision.
- To help ensure that all staff are aware of children with specific medical conditions or requiring specialist equipment, including inhalers and EpiPens.
- Under the direction of Senior Staff to liaise with parents over pupils' medical needs in accordance with the School policies on medical and mental health care provision.
- Under the direction of teachers and Senior Staff, to provide support to individuals and groups of children to access outcomes as outlined in each individual's Education Health Care Plan.
- Under the direction of Senior Staff to administer prescribed and OTC medication according to the Foundation Medical Policy and the School's Policies.
- Under the direction of Senior Staff, to perform necessary health checks to assist with diagnosis.

- Under the direction Senior Staff, to support visits by the Immunisation and School Nurses team.
- To contribute to the clearing up after children have had medical or health-related incidents; to help change clothes, and clean and care for the personal cleanliness of the children as appropriate.
- To accompany pupils and/ or staff members to A&E where necessary.

Responsibility for the Junior Boys' School Medical Room

- To contribute to the updating of confidential records using the School's Information Management System.
- Under the direction of Senior Staff to contribute to the keeping of records of all medical incidents and treatments, including standard accident forms.
- To ensure that the Medical Room is tidy, clean, well-organised and attractively resourced.
- Under the direction of Senior Staff to be responsible for the safe storage and administration of individual children's medications.
- To assist with the provision of medical grab bags for the purpose of educational visits or sports lessons and fixtures off site when needed; ensuring that documentation is up to date and consumables are in date, restocking if necessary.
- To check and replace expired medication in the Medical Room, liaising with parents over the removal of expired medications.
- Under the direction of the Head of Junior School, to order supplies.
- To contribute to the completion of personal emergency evacuation plans for pupils and/or staff with limited mobility and share appropriately.
- To contribute to the completion of pre- and post- examination illness and injury assessments as appropriate.
- To distribute appropriate material or update information on health issues on notice boards, as directed by the Head of Junior School.

External and Internal Communication and Liaison, including:

- Contribute to a positive team ethos with teachers in support of their pastoral work.
- Attendance at information evenings and Parents Evenings as appropriate to meet and liaise with parents.
- Ensure that teachers are kept updated on matters pertaining to the pupils.
- Demonstrate knowledge of confidentiality and information exchange protocols within the School and between the School and agencies.
- Provide ongoing information/reports for outside agencies on students (e.g. CAMHS, CAFCASS, Children's Services).
- Encourage and develop parental relationships with the School, and with outside agencies where appropriate.
- Be on call and available to students (and parents) throughout the day as a member of front line pastoral contact staff.

General Duties:

- To support all pupils in their personal development, treating all children with respect and consideration and consistently promoting positive values, attitudes & behaviour.
- To comply with School and local policies and procedures with regard to confidentiality and discretion, ensuring that the safeguarding and welfare of the children are the key priorities throughout.
- To maintain a high standard of professional commitment and to make a full and active contribution to the wider life of the School through effective collaboration with other colleagues.
- To follow all Foundation and School policies and procedures with particular regard to Safeguarding, health and safety, First Aid and Medical Policies, escalating safety concerns where necessary.
- To support inclusion in School and to follow the Foundation's Equality and Diversity Policy.
- To take ownership of your own personal development, participating in appropriate training to maintain up-to-date professional expertise, including in First Aid.
- To identify and suggest areas where improvements in safety or quality can be made.
- To work closely with others to improve services.
- To participate in meetings, administrative and organisational tasks related to the post.

- To carry out any other reasonable duties or responsibilities as may be required from time to time within the context of the post.

Please note that this job description will be kept under regular review and may be updated from time to time to accommodate the changing needs of the School.



PERSON SPECIFICATION

FIRST AIDER, PASTORAL AND PUPIL WELLBEING SUPPORT ASSISTANT (FIXED TERM)

PRIMARY DIVISION – BOYS' JUNIOR SCHOOL

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Some level of Healthcare qualification, e.g. NVQ Certificate or Diploma in Health and Social Care (Level 2 or 3); Certificate of Higher Education in Healthcare Practice; CACHE qualifications, Levels 1-5 or specific CACHE qualifications in Paediatric First Aid/ Prevention and Control of Infection etc.	Desirable	Application Form
Appointed Person Certificate in First Aid or Paediatric Appointed Person Certificate	Essential	Application Form
KNOWLEDGE/EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
Communication skills, including listening	Essential	Application Form/ interview/References
Organisational skills	Essential	Application Form/ Interview
Observational skills	Essential	Application Form/ Interview
An understanding and awareness of the problem's children may experience and strategies they may use to deal with these	Desirable	Application Form/ Interview
The ability to attend to minor accidents and incidents between pupils	Desirable	Application Form/ Interview
An awareness of health, safety, security and emergency procedures	Desirable	Application Form/ Interview
PERSONAL SKILLS AND ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE

Patient and approachable	Essential	Interview/References
Caring and kind	Essential	Interview/References
Cheerful and friendly	Essential	Interview/References
Willing to be hands-on with pupils	Essential	Interview/References
Able to follow instructions and procedures	Essential	Interview/References
Good verbal communication skills and able to communicate with pupils and colleagues	Essential	Interview/References
Able to work in a team but use their own initiative	Essential	Interview/References
Controlled approach and good role model for the children	Essential	Interview/References



TERMS AND CONDITIONS

FIRST AIDER, PASTORAL AND PUPIL WELLBEING SUPPORT ASSISTANT (FIXED TERM)

PRIMARY DIVISION – BOYS' JUNIOR SCHOOL

SALARY

The salary will be based on Point 07 on the Bolton School Support Staff Salary Scale, currently £26,641 per annum. Pro-rata this equates to £20,544.31 per annum.

HOURS OF WORK

35 hours per week, between Monday and Friday, term time only. The normal hours of attendance will be 8.30am until 4.30pm with a one hour unpaid meal break.

The successful applicant will be expected to work each day in the school term time. Term time is classed as when school is in session and on additional days during the academic year; leading to a total of 175 days. The additional days will be determined by the Head/Line Manager and may include INSET days, the day of the entrance examination and school holiday periods, to meet the needs of the Division or Department. The salary for a term time only member of staff is therefore based on 175 working days per academic year.

HOLIDAY

All school holidays except as described above.

LINE MANAGEMENT

Head of Boys' Junior School

PENSION

The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.

If you choose not to join the Group Personal Pension scheme and you fall into the category of "eligible worker" you will be automatically enrolled into the School's alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of "qualifying earnings" and the School will contribute 5%. Further details are available upon appointment.

OTHER BENEFITS

- Lunches will be provided free of charge on campus.
- Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route).
- Life Assurance cover up until the age of 65.
- Access to a free Employee Assistance Programme.
- Training and development opportunities will be offered.
- Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School.
- In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.

- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Ride to Work Scheme available.
- Electric Car Scheme available.
- Warm and friendly community.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six month probationary period.