

**EATON HALL SPECIALIST ACADEMY**

JOB DESCRIPTION

POST TITLE:                   **Health Officer**

RESPONSIBLE TO:           Head of Care/School Support Manager

GRADE:                         E7 - E11

POSTHOLDER:               TBC

GENERAL RESPONSIBILITIES:

1. A knowledge of specific learning difficulties and pupils specific learning programmes and activities is necessary when dealing with pupils in the School.
2. To maintain clear, effective and impartial communication between education and care staff, and the senior leadership team.
3. To monitor objectively the quality of relationships between pupils, between staff and pupils, and between staff, with the constant aim of improvement.
4. To be conversant with, and work towards, fulfilling the School's aims and objectives as laid out in that policy document.
5. To establish with the staff team appropriately high levels of expectation by setting down clear guidance for pupils for establishing good standards of behaviour and achievement within the School.
6. To be responsible for the safety of children by exercising adequate control and supervision.
7. Participate fully in the daily observation and recording of pupils' behaviour and progress in the appropriate manner and to give feedback to teachers and other staff teams where appropriate.
8. To assist in the professional development of colleagues and self by involvement in relevant aspects of the school's Staff Support and Development Programme.

9. To take part in the initial and advanced Norfolk Steps training and to ensure that this is updated on an annual basis as directed by the Headteacher.
10. To promote the welfare of children and to support the academy in safeguarding children by following the relevant policies and procedures.
11. Perform any other tasks that the Headteacher or other senior managers may reasonably request.

#### SPECIFIC RESPONSIBILITIES:

1. To be the identified health officer for the school.
2. To liaise with other health professionals regarding their health needs. This will include but not limited to paediatricians, ADHD nurses and GPs.
3. To book health appointments for those boys in residence including doctors, dentists and opticians.
4. To ensure there is sufficient supplies of medication within the School to meet the boys' needs.
5. To ensure that the school is sufficiently stocked with the necessary medical and First Aid equipment and supplies.
6. To regularly check and ensure that First Aid kits are appropriately stocked and maintained.
7. To liaise with trip leaders to ensure that First Aid requirements are met.
8. To carry out training of Senior Childcare Officers in the dispensation of medication.
9. To assist with updating the school's Medical Policy as required by the Headteacher ensuring it reflects current relevant government guidelines.
10. To work with relevant health professionals to oversee the vaccination programme of the school.
11. To liaise with teaching and care staff regarding the information for health professional appointments.

12. To ensure all medical care plans are maintained for relevant children.
13. As required by the senior leadership team to provide assistance to teachers in the classroom;
  - By working with pupils on an individual or group basis on health related matters.
  - By assisting in the preparation of specific areas of the curriculum around health.
  - By assisting in the planning, assessment and recording of educational activities around health.
14. To be responsible for completing the Section C 'Health' section of pupils' annual review as relevant to individual pupils.
15. To provide specific support for all the medical needs in the School and working alongside SLT and Senior Managers. To keep School records up to date so that they comply with National Minimum Care Standards.
16. To provide administrative assistance to the Care Team by taking minutes of the weekly Care Staff meetings.
17. To support/cover administrative/receptionist roles within the school as required.

#### WORKING TIME:

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be construed. The working week of 32.5 hours, 08:30 - 15:30.

#### REVIEW:

The job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

#### OTHER REQUIREMENTS:

Full driving licence, business insurance and therefore be able to transport pupils.

