



**JOB TITLE:** Medical Officer

**REPORTS TO:** Office Manager

**BAND:** Scale 4

### **JOB PURPOSE**

Acting as a member of a team of practitioners responsible for the education and care of the students in the school. Involved in supporting students and staff to ensure that students with medical needs can access the teaching and learning programme in accordance with the ethos, aims and objectives of Marshalls Park Academy.

Supporting the school in raising student aspirations, challenging student learning and engaging students in their own learning.

Liaising closely with parents and other healthcare professionals to work as a team - being 'partners' in supporting the students' access to learning and the whole curriculum and their independence as learners.

Working under the direction and control of the Head Teacher, line manager and the SENCo and will take the lead on the daily needs of students with medical needs.

### **KEY CORPORATE ACCOUNTABILITIES**

- To actively promote the Trust's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.
- To maintain awareness of and commitment to the Trust's Equal Opportunity Policies in relation to both employment and service delivery.
- To fully comply with the Health and Safety at Work Act 1974 etc, the Trust's Health and Safety Policy and all locally agreed safe methods of work.
- At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.
- To work with colleagues to achieve service plan objectives and targets.
- To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

### **PRINCIPAL ACCOUNTABILITIES**

#### **1. Working with students:**

- a) Provide appropriate levels of individual attention, reassurance and help for student(s) needs as identified in Individual Education Plans or Personal Care Plan or Intimate Care (see 3h)
- b) Support the specific needs of specified pupils in terms of medical needs
- c) Support student(s) access to the curriculum and their progress towards specific individual targets
- d) Ensure that they and the teachers are aware of the specific medical needs and targets of identified students
- e) To use readily available tools and techniques to support students to understand and better manage their medical conditions



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- f) Provide information, advice and direction to students about their engagement within the agreed framework of school policies on discipline
- g) To deliver as directed, 1to1 student programmes to support individual students in managing their medical condition
- h) To supervise (as directed) physical exercise programmes
- i) Where directed deliver small group work to develop student social skills / anger management / sports skills
- j) Take appropriate action to identify, analyse and minimise any risks to health, safety and security in the immediate working environment
- k) Where directed, act as an escort on and off school premises under the direction and where appropriate, in the presence of the teacher for the purpose of visits or off site educational provision
- l) Where appropriate, to be the named person for individual student reviews as defined in the new code of practice

**2. Working with the teacher(s):**

- a) Support the maintenance of student records by providing information on medical conditions and the specific needs of the student, to the teacher
- b) Provide praise and encouragement to students to recognise and promote positive student engagement in accordance with school rewards systems
- c) Report uncharacteristic student behaviour patterns and Child Protection concerns about an individual student and incidents of inappropriate behaviour to the class teacher / SENCo / named Designated Safeguarding Officer within the school
- d) Assist in providing information about the medical needs of any student for the purpose of planning school visits and trips

**3. Working with the school / department:**

- a) Maintain records of students attending the medical room
- b) Keep clear records on medicines held in school and liaise with parents / carers to ensure these are in good supply and within date
- c) Keep clear records of what to do in an emergency, including who to contact
- d) Under the direction, implement procedures to ensure that all medical needs are met on school trips
- e) Be prepared to attend training as appropriate to the role of Medical Assistant.
- f) Liaise closely with the school nurse to monitor and keep the Health Care Plans up to date
- g) Under the direction attend Health Care Plan meetings, take minutes and, as required, follow up on decisions made
- h) Attend internal meetings, including meetings of the SEN Department, all of which are recognised as directed time in the school calendar
- i) Share information and expertise on medical needs, which could benefit other team members in their work in conjunction with the SENCo
- j) Provide information to support student progress including information for student records, reports, Individual Education Plans and annual reviews
- k) Actively encourage the development of positive relationships and promote confidence about the care and education of their children during contact and communications with parents, passing on any information given by parents to the appropriate staff member within the school
- l) Promptly report any difficulties in communicating with parents and carers
- m) To support SEND pupils across the school including intimate care and toileting needs if required



**5. General:**

1. To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
2. To take appropriate action to monitor and maintain a healthy, safe, secure, efficient and effective working environment.
3. To complete school based induction and any subsequent training, for example, first aid, modules leading to proficiency in the SIMS financial package, required to improve performance.
4. To take part in the school performance management system.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

I confirm that I have read and understood, and that I accept, the above job description:

Signature : ..... Date: ..... Name in full .....

## Person Specification

<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Ability to communicate and interact effectively with children and young people	✓	
Ability to recognise and identify problems and take appropriate action	✓	
Ability to understand and contribute to educational programmes	✓	
Ability to deal with students' physical, emotional and behavioural needs as well as provide individual support as appropriate	✓	
<b>Knowledge</b>		
Awareness of child development and the range of behaviours expected at different ages and stages of development	✓	
Good understanding of and commitment to child protection procedures	✓	
How to support a child whilst encouraging independence	✓	
The importance of planning and evaluation of learning activities	✓	
The importance of adults as role models and the importance of this for Learning Facilitators	✓	
Record keeping systems and procedures used within school behaviour policies	✓	
Schools' Health and Safety, confidentiality and Equal Opportunities policies	✓	
The legal implications and restrictions covering the recording of personal information, including the Data Protection Act, Children Act and the statementing process		✓
The behaviour patterns that might indicate problems, such as child abuse, substance abuse or bullying		✓
National policies for literacy and numeracy		✓
The resources used to develop literacy and numeracy skills		✓
<b>Qualifications and Experience</b>		
At least two years experience of comparable work in a similar setting.	✓	
GCSE Grade C or equivalent in Maths and English	✓	
Relevant GCSE or 'A' level qualifications or equivalent experience		✓
First Aid training	✓	