

## JOB DESCRIPTION

<b>Post Title: Trust Nurse, Education Mental Health and Wellbeing Support Lead</b>	<b>Director/Division Children's Services</b>		<b>Office Use</b>
<b>Band: 6</b>	<b>Service/Workplace: Hadrian Learning Trust</b>		<b>JE Code: HLT 1548-2</b>
<b>Responsible to: Assistant Headteacher, Pastoral other allocated member of the SLT.</b>	<b>Date: Jan 2022</b>	<b>Manager Level:</b>	
<p><b>Job Purpose:</b></p> <p>The School Nurse is responsible for the medical and wellbeing care of pupils throughout all age ranges within the Trust. The role is there to provide a robust health program for the assessment, evaluation, maintenance and improvement of the health of students. The School Nurse reports to Trust SLT and is accountable to the Trust Business Manager.</p> <p>The purpose of the role of a school nurse is to not only provide a comprehensive medical service in school, but help students develop resilience to help them cope with any difficulties they may face; prepare for and represent the school in external meetings with professionals; liaise with staff and other professional bodies to provide relevant support for students; liaise with parents and provide support; and maintain secure confidential records whilst identifying areas of improvement to the care of students.</p>			
<b>Resources</b>	Staff	N/A	
	Finance	N/A	
	Physical	Accuracy and security of sensitive information and databases, office equipment.	
	Clients	Internal: Staff, students External: Parents / Agencies	
<p><b>Duties and key result areas:</b></p> <p><b>Medical and First Aid</b></p> <ul style="list-style-type: none"> <li>• Managing the Health Centre including training, budget and stock take.</li> <li>• Ensuring that pupils and staff are seen promptly and any further treatment is identified.</li> <li>• Administering first aid and care of students referred by staff or self-referred until they are able to return to lessons or are passed into the care of a parent, guardian, doctor, hospital etc and accurately recording all visits.</li> <li>• To be responsible for writing and reviewing medical healthcare plans for students with more complex health needs, and sharing these appropriately with staff.</li> <li>• To be responsible for writing, reviewing and updating all health / medical related school policies.</li> <li>• Advising students and staff on medical issues and students'/adolescent physical health and emotional wellbeing.</li> <li>• Organising the in house regular medical reviews and School Health immunisations programmes.</li> <li>• Being available to staff leading school trips to offer advice and information regarding individual students and medication.</li> <li>• Ensuring First Aid resources are audited and replenished as necessary. Supplying First Aid kits for trips.</li> <li>• Providing basic First Aid knowledge / training to staff at start of academic year and informing staff of procedures if faced with medical emergency such as the more serious medical conditions they may encounter.</li> <li>• Where necessary, arranging to get the pupil home safely or to alternative care, for example the individual's GP or to hospital</li> </ul>			

- To communicate as appropriate with parents and those who have care of pupils
- To assist pupils to manage long term conditions e.g. diabetes, asthma, eczema

### **Day to Day and long-term efficiency of the Health Centre**

- Maintenance of the Health Centre / First Aid room as an attractive, hygienic room, suitably equipped for serving the medical needs of the pupils and staff.
- To provide appropriate and time-specific health and wellbeing information to the students' needs via the Health Centre Mental health in such areas as;
  - Sex and relationships.
  - Emotional health.
  - Bullying.
  - Self-harm and eating disorders.
  - Equality and discrimination.
  - Self-esteem.
  - Bereavement.
  - Stress
- Having an overview of the use of the Health Centre and spotting patterns or trends with individual students or groups in conjunction with the Assistant Headteacher Pastoral.
- Updating the Medical Handbook and keeping students' medical supplies up to date (epipens, inhalers etc).
- To administer medication as required
- To ensure the safe storage, usage and disposal of medical supplies and drugs
- To assist with the intimate care of pupils where required
- To ensure comprehensive notes and records are made in relation to incidents/accidents, and reported to relevant staff as necessary within the appropriate confines of confidentiality
- Draft and update an essential care list of pupils' medical conditions
- To oversee the implementation of health screening checks, such as sight and hearing checks and immunisation programmes in association with area guidelines .
- To actively support the emotional well-being of all pupils accepting referrals from Pastoral Leads.
  - Develop and implement a programme for group mentoring.
  - Offer pupils emergency support.
  - Offer home visits as part of the school's pastoral support service.
- Ensure timely maintenance of pupil files, medical records and medical centre attendance records
- Make referrals for students to a range of external agencies, and maintain positive working relationships in the best interests of the student.
- Provide support for pupils transferring from the Middle Schools, providing and delivering part of the transition programme.
- Along with SLT assist with the organisation and delivery of testing practices, e.g. COVID 19 school testing.

### **Safeguarding/Child Protection**

- Deal with any allegations and disclosures that are made liaising with the Designated Safeguarding Lead (DSL) within school, and following procedures and guidelines.
- Attend any training or other meetings as required.
- To be a listening ear and one of the firsts “ports of call”. Knowing when to pass on concerns to the appropriate person.
- To be involved in the health education of the students and, at times, to help deliver PSHCE or form time to discuss medical or emotional issues with students

### **Support for the Curriculum:**

- Contribute to Information and Guidance (IAG) work.
- Contribute to leading assemblies.
- Contribute to the development of the PSHE and RSE programmes.
- Liaising with key members of teaching and support staff to make classroom and timetabling arrangements around the health and safety of risk-assessed students.

### **Support for Parents**

- Guidance and support as required.
- Supporting SLT in managing transition and student risk assessments on a case by case basis.

### **Organisation**

- To establish and maintain effective contact with school staff and other relevant workers.
- To provide Assistant Headteacher’s with suitable case records of the treatment where appropriate.
- To contribute to in-service training for school staff.
- Support the anti-bullying work of the school.

### **Administration, communication and record keeping**

- To ensure effective information sharing and handover with the SLT and pastoral team.
- Making contact with parents as appropriate, ensuring that thorough records are kept of the conversations and any action taken.
- Liaise with the relevant member of staff (Form Tutor, and Pastoral Leader) on issues, which arise through the care of students in the Health Centre.
- Attend weekly staff briefing and other relevant staff meetings as directed.
- Meet regularly with Senior leaders, where appropriate to update on programmes / cases in school.
- Completion of accident reports as required, passing them to the Business Manager.
- Liaising with local public health teams regarding immunisations and any other medical matters, which the school needs to act upon.
- Liaising with the local GP on medical matters and in order to keep protocols up to date.
- Ensuring that while medical and personal confidentiality is respected the school observes a “joined up” approach in the care if the students.

**Resources**

- To collaborate in the process of assessing and delivering support appropriate to student needs.

**Other responsibilities.**

- Such other responsibilities allocated which are appropriate to the grade of the post.
- To act at all times within the Nursing and Midwifery Code of Professional Conduct

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

**Work Arrangements**

Physical requirements:	None
Transport requirements:	None
Working patterns:	Normal working patterns
Working conditions:	Normally indoors.

**PERSON SPECIFICATION**

<b>Post Title: Trust Nurse, Education Mental Health and Wellbeing Support Lead</b>	<b>Service: Hadrian Learning Trust</b>	Ref: HLT1548-2
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
<p>To ensure nursing validation and relevant qualifications and training are up to date to meet NMC guidelines on mandatory training</p> <p>You must have completed a degree in nursing and be registered with the Nursing and Midwifery Council (NMC) and have specialised in any area of adult, children, mental health, or learning disability.</p> <p>If not currently in the profession, completed a back to work nursing programme.</p> <p>Excellent oral and written communication</p> <p>A very good understanding of the link between school and Children’s Social Services and other agencies.</p> <p>To be willing to complete Level 3 Child Protection training and any other training relevant to the school setting</p> <p>Excellent interpersonal and communication skills, and the ability to interact with people at all levels, combining confidence and assertiveness in a calm, courteous and professional manner.</p> <p>Competent IT skills, including use of word processing, spreadsheets and databases.</p> <p>Demonstrate good personal skills in a pleasant, friendly and competent manner and be able to welcome, help or reassure all visitors by telephone and personally to the Health Centre or the school office.</p>	<p>Mental Health First Aid qualification</p> <p>Counselling qualification</p>	<p>A,I</p>

<b>Experience</b>		
<p>At least three years experience of working as a Nurse.</p> <p>Experience of working with other agencies and professionals.</p> <p>Experience of communicating with distressed/anxious/worried young people or adults.</p>	<p>Coaching strategies.</p> <p>Experience in both mental health and in an education setting</p> <p>Experience of Child Protection issues.</p> <p>Experience and commitment to equal opportunities and anti-discriminatory practice.</p> <p>Experience of working with young people with mental health and sensitive issues</p>	<p>A, I, R</p>
<b>Skills and competencies</b>		
<p>Ability to recognise and respect confidentiality and demonstrate Tact and absolute discretion in dealing with all matters.</p> <p>Very high level of interpersonal skills, particularly – negotiation skills; caring skills and listening skills.</p> <p>To be willing and able to deliver in-service training to staff.</p> <p>To be able to maintain records and to have the capacity to compile and present reports on their work.</p> <p>Proven group work skills.</p> <p>To possess good communication, social and organisational skills, and be able to take responsibility for own work schedule.</p> <p>Understanding of multi-disciplinary and multi-agency working.</p> <p>Good ICT skills.</p> <p>Awareness of transitions and barriers to learning.</p> <p>Ability to deal with highly emotional and stressful situations.</p>		<p>A, I, R</p>

<b>Physical, mental and emotional demands</b>		
<p>Regular periods of concentrated mental and sensory attention and pressures from deadlines, interruptions or conflict.</p> <p>The job involves contacts with, or work for, people, which through their circumstances or behaviour regularly place emotional demands on the jobholder.</p> <p>Work with children that have challenging behaviours.</p> <p>Continuous significant emotional demands with pupils, parents, staff, social services and CAHMS (mental health).</p> <p>Able to work with clients with physical and emotional needs without becoming stressed.</p>		
<b>Other</b>		
<p>Able to respond calmly, quickly and willingly to urgent and unexpected requests</p> <p>A belief in teamwork and co-operation with adults and students.</p> <p>Willingness to challenge oneself to seek continuous improvement.</p> <p>Flexibility, imagination and resilience, reliability and integrity.</p> <p>High expectations of oneself and students.</p> <p>Energy and enthusiasm.</p> <p>A positive attitude to school. An appreciation of and sympathy for the objectives of a school.</p> <p>A commitment to and interest in the wellbeing, support and achievement of students.</p> <p>Willingness to take and act on advice.</p>	<p>Interested in further professional development.</p>	<p>A, I, R</p>

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits