

Job Description

Post: Wellbeing Champion

Purpose

To challenge educational and social disadvantage by being responsible for the wellbeing and medical care of students in order to achieve the highest possible standards and prepare all our students to lead successful lives.

Duties and Responsibilities

- Work with external agencies and the SENDCo to ensure that students who have specific medical needs are given appropriate care, particularly ensuring that care plans are monitored, communicated and kept up to date.
- Administer medication and monitor students required to take medicine.
- Provide first aid care to students, academy staff and visitors in compliance with policy and regulations.
- Manage the first aid equipment throughout the academy and maintain relevant records.
- Closely monitor and effectively manage attendance of students with medical needs.
- Plan for the re-integration of students who have been absent for a period of time due to illness or other issues related to wellbeing.
- Assist in investigating, recording and reporting accidents in school.
- Support with the management and administration of child protection and safeguarding in the academy.
- Support students during break and lunch times.
- Prepare medical information for residential trips and other off site events.
- Keep accurate records for all students on SIMS.
- Participate in the academy coaching process.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.