



Ribston Hall High School

Job Description

Wellbeing Triage and Pastoral Support Officer

NJC SCP 8 - 12, 39 weeks per annum, 8am to 4pm daily (3.30pm on Fridays)

(37 hours per week)

Job Purpose

1. To be the lead for Wellbeing triage to assess all drop ins the Wellbeing service and to identify an appropriate course of action.
2. To work as part of the Wellbeing Team to ensure the physical and mental wellbeing and progress of students in their learning, personal development and transition between school phases.
3. To assist with the administration and implementation of Individual Health Care Plans (IHCP) under the direction of the SENCO.
4. To be the first point of contact and lead for the school vaccination programme led by the School Nursing Team.
5. To act as First Aider.

Main Duties and Responsibilities

1. Wellbeing & Pastoral Support and Administrative Support

- To work under the direction of the Wellbeing Lead and support them in ensuring the welfare of all students.
- To triage and assess all drop ins to Wellbeing offering supportive and effective interventions based upon immediate need. This will include mental health first aid and medical first aid interventions.
- To be first aid trained (school will ensure this training takes place) and provide first aid as required.
- To keep the Heads of Year (HOY) updated on any issues relating to their students that will impact learning or daily school life and to liaise regularly with Pastoral Leads regarding absence or health issues.
- Ensure student medical information is updated and that staff are aware of individual medical needs of students.
- To be responsible for, and maintain, all medicines and medical equipment kept in school for students (in a locked cabinet). Keeping accurate records and liaising with parents/carers.
- To be Level 1 Safeguarding trained and to follow all procedures as outlined in our school safeguarding policies under the direction of the DSL.
- To make contact with parents and external agencies when required or when directed by the HOY or Wellbeing Lead.
- To make contact with students, as directed by the Wellbeing Lead, about whom there are concerns and hold 1:1 meetings where appropriate.
- To report all safeguarding issues or concerns to the Wellbeing Lead or, in urgent cases where they are not available, to the DSL or the Headteacher only and not to discuss the students' issues with any other parties.
- To attend parent or carer meetings relating to student welfare and support as requested by the Wellbeing Lead/SENCO/HOY.

- To ensure that health and safety procedures are followed effectively and consistently.
- To be a point of contact for students and families when personal matters affect learning.
- To liaise with teaching staff to support student welfare.
- To maintain accurate records of interventions and relevant meetings.
- To provide administrative support to the Leadership team within the Key stage group
- To receive and respond to telephone calls and take messages as required
- To prepare communications and correspond with students and parents
- To schedule appointments and meetings
- To complete general administrative duties as directed
- To be the first point of contact for general queries and enquiries
- To enter, update and maintain data in relation to the Key stage group.
- To engage in appropriate training for this role

2. IHCP Provision

- To ensure the effective administration and implementation of IHCP's.
- To attend meetings with parents, students and health care practitioners under the direction of the SENCO and to help write the plans.
- To facilitate periodic reviews of the IHCP to ensure plans continue to be fit for purpose and meet the needs of the student.
- To keep a comprehensive list of all students who have an IHCP.

3. First Aider

- To respond to first aid calls as required
- To attend relevant training for First Aid as required
- To report accidents and incidents
- To follow up with Parents/carers as required

4. Vaccination Programme Lead

- To liaise with the School Nursing Team in organising the vaccination programme throughout the school year as directed by them.
- This will include distributing and collating vaccination forms, organising the schedule for the students on the day and being responsible for informing students and staff of timings and ensuring they arrive at their allotted time.
- Arranging with the Site team of the set up needed and booking the appropriate room.
- Meeting the School Nursing Team on the day and working with them to ensure smooth delivery of the vaccination programme.

Qualifications / Experience

The Wellbeing/Pastoral Support Officer will:

- Be able to deal with complex wellbeing issues sensitively, diplomatically and professionally
- Have the ability to prioritise and work to deadlines.
- Be able to work under pressure and deal with several situations simultaneously.
- Have experience in supporting mental health issues.
- Hold a current First Aid certificate (preferably 3-day First Aid at Work Certificate)
- Have excellent communication skills.
- Have a desire to promote and demonstrate positive mental health and wellbeing
- Have a good knowledge of Microsoft Office.
- Be confident in the use of MIS (Management Information System) for all record keeping.

Supervision Received

Fortnightly supervision meetings to be held with Wellbeing Lead.