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**JOB DESCRIPTION**

**POST TITLE:** Student Wellbeing Coordinator

**GRADE:** N6

**RESPONSIBLE TO:** Deputy Principal – Inclusion/Student Experience

**JOB PURPOSE:** Provide the highest degree of quality care and wellbeing services specifically in relation to the management and coordination of medical support services.

The post holder will be based primarily at Gosforth Academy but will provide support across Gosforth Academy and Junior High Academy as required.

**MAIN DUTIES:**

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

* Responsible for the planning, development design, coordination and monitoring of medical support services and whole school medical systems, procedures, and policies.
* Manage the administration of medications and treatments in a safe and organised manner, overseeing all aspects of the coordination and administering the medical needs of students including visits out of college.
* Liaise with professional staff e.g. school nurses, psychologists, social workers and Education Welfare Officers to arrange meetings and to pass on and receive information as appropriate.
* Liaise and share key medical information with designated staff, agencies, professionals, and parents where appropriate.
* Keep accurate records of all medication administered and manage the secure and safe disposal of out of date records.
* Ensure medication brought in by parents is checked, recorded and stored safely and securely.
* Provide relevant training to staff, parents and students where required.
* Arrange for the safe disposal of unused and unwanted medication.
* Advise school leaders of any issues or problems relating to the management of medical needs in the school.
* Provide assistance to the school's programme of confidential counselling and wellbeing services, including the referral of students to appropriate professional services.
* In line with the school’s policy and procedures, utilise behaviour management strategies which contribute to a purposeful learning environment.
* Organise and manage safely the physical teaching space and resources for which the post holder is responsible.
* Support the role of parents in students’ learning and contribute to and lead meetings with parents to provide constructive feedback on student wellbeing.
* Communicate effectively and sensitively with pupils to support their learning.
* Assess the needs of pupils, using detailed knowledge and specialist skills to support pupils’ learning.
* Respond to pupils’ individual needs and promote inclusion and acceptance of all pupils in the classroom.
* Undertake planned supervision of pupil’s out of school hours learning activities and supervise pupils on educational visits and trips at the request of Senior Staff Team.
* Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
* Responsible for individual medical plans for pupils and to ensure appropriate communication of the plans with pupils, parents and colleagues.
* Promote and implement the trust’s equality policies in all aspects of employment and service delivery.
* Assist in maintaining a healthy, safe and secure environment and to act in accordance with trust and school policies and procedures.
* To attend and minute meetings as required.