**Job Description**

**Post Title** HLTA**/**Medical Needs Support Officer

**Grade:** N6

**Responsible to** Director of Operations

**Job Purpose** Provide the highest degree of quality care and services by administering medications and treatments in a safe and organised manner.

Manage the operation and delivery of medical support services within school.

To support and assist teachers and to undertake a range of teaching and learning activities, under the professional direction and supervision of a qualified teacher, in line with the school’s policies and procedures.

**Main Duties:** The following is typical of the duties the postholder 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.

* To be responsible for the planning, development design, organisation and monitoring of medical support services and whole school medical systems/procedures/policies.
* To attend and minute meetings as required.
* To liaise with professional staff eg school nurse, psychologists, Social Workers and Education Welfare Officers to arrange meetings and to pass on/receive information as appropriate.

**Medical Needs Support**

* To oversee all aspects of administering the medical needs of students including visits out of college.
* Liaising and sharing key medical information with key staff, agencies, professionals and parents when appropriate.
* Keeping accurate records of all medication administered and destroying out of date records.
* Ensure medication brought in by parents is checked, recorded and stored.
* Provide relevant training to staff, parents and students where required.
* Arrange for the safe disposal of unused and unwanted medication.
* Advise SLT of any issues/problems relating to the management of medical needs in

 the schools.

* To promote and implement the Academy’s Equality Policy in all aspects of

 employment and service delivery.

* To assist in maintaining a healthy, safe and secure environment and to act in

 accordance with the school’s policies and procedures.

**HLTA**

* To help pupils make progress in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
* To be aware of national frameworks, typical curricula and teaching methods and expectations in the relevant key stages of phases and make effective use of other learning activities to support the development of pupils’ skills.
* In line with the school’s policy and procedures to use behaviour management strategies which contribute to a purposeful learning environment.
* To organise and manage safely the physical teaching space and resources for which he/she is responsible.
* To support the role of parents in pupils’ learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement, etc
* To communicate effectively and sensitively with pupils to support their learning.
* To develop and implement Individual Education Plans and assess the needs of pupils, using detailed knowledge and specialist skills to support pupils’ learning.
* To respond to pupils’ individual needs and promote inclusion and acceptance of all pupils in the classroom.
* To undertake planned supervision of pupil’s out of school hours learning activities and supervise pupils on visits and trips
* To 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.
* To be responsible for individual medical plans for pupils and to ensure appropriate communication of the plans with pupils, parents and colleagues.