



Aspirations Academies Trust
in association with Quaglia Institute

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Welfare Officer

Application Pack



'To be able to dream about the future, while being inspired in the present to reach those dreams' Dr. Russell J. Quaglia



Welcome to Rivers Academy West London

Thank you for your interest in the position of **‘Welfare Officer’** at Rivers Academy West London.

All staff at Rivers Academy share our drive to equip students with the qualifications, qualities and skills to reach their personal ambitions, working together creatively to overcome any hurdle which might otherwise disadvantage our children.

We all have the highest aspirations for every student and provide exceptional education and pastoral care for each individual. As a result, children perform tremendously well in external examinations in both Year 11 and Year 13. We are the one chance of success for our students and we are persistent and resilient in supporting students to overcome any obstacles they may face.

We seek to appoint a highly motivated, enthusiastic welfare officer with a strong commitment to securing the best possible outcomes for the students for whom we work. The successful candidate will be capable of overseeing the care of students who are unwell or injured, decide on the appropriate course of action and, in liaison with Senior Staff, implement that action. The successful candidate will also ensure efficient and effective administrative systems and record keeping of medical needs are in place to support school staff to ensure the smooth operation for the benefit of all our young people.

Yours faithfully,

Andria Singlehurst
Principal
Rivers Academy West London



Vision and Ethos

We are passionate about excellence in education, giving students the very best start in life with a firm belief that excellent teaching transforms lives. Our core belief is that for all students to have high aspirations they must believe in themselves, be actively engaged in their learning and see the connection between what they learn today and who they want to become tomorrow.

We teach a highly engaging and challenging curriculum designed to ensure all students develop the knowledge, skills and attributes essential for success in the 21st Century.

We are unapologetically ambitious for every child, regardless of their background, prior attainment or needs. Everything we do at Rivers is driven by this, so that our students can leave us with the best set of qualifications possible and as well rounded young people thereby helping to maximise their life chances.

High Expectations

We expect all students to meet the highest standards, and work with families and the community to ensure that our students meet our high expectations.

Active Engagement in Learning

Rivers Academy West London teachers provide engaging, challenging and relevant teaching and learning. Our Deputy Co-ordinators are a key group who exemplify the classroom excellence and nurturing pastoral care we expect from every teacher and academic mentor.

Our Future Ambitions

Our goal is to raise the Aspirations of the young people with whom we work whilst equipping them with the skills to lead happy, healthy and fulfilling lives.



Job Description and Person Specification

Post Title	Welfare Officer
Salary/Grade:	Scale 4-5 Scale Point 7-15 (£22,995- £26,520 pro rata; Actual Salary £19,605 - £22,610)
Academy:	Rivers Academy West London
Reporting To:	Director of Safeguarding
Disclosure Level:	Enhanced
Hours of Work:	36 hours per week, 39 weeks per year (term time) 8:15am – 4pm (Mon-Thurs) 8.15am – 3.45pm (Fri) with ½ hour lunch break (0.8526 FTE)
Core Purpose:	
<ul style="list-style-type: none"> To be the member of staff leading the medical care of students and staff, and to manage the medical room. To oversee first aid/emergency care of students and staff who are unwell or injured, decide on the appropriate course of action and, in emergency situations liaise with Senior Staff, and implement the agreed action. To ensure efficient and effective administrative systems and record keeping of medical needs are in place to support school staff to ensure the smooth operation for the benefit of all our young people. To liaise with parents to develop healthcare plans for students with medical needs, maintain up to date and accurate information for students, and inform relevant staff members. 	
Main Responsibilities and Duties:	
<ul style="list-style-type: none"> To administer first aid/emergency care to students, staff and visitors who are feeling unwell or who are injured, within the competencies of the First Aid Certification to be held by the post holder. This would also include attending emergency medical incidents wherever they occur in the Academy and undertaking whatever action is necessary to stabilise and assist the casualty which may include calling the emergency services and traveling in the ambulance to hospital to escort students/staff as required. To manage the medical room, ensuring it is well maintained for its purpose. To ensure adequate relevant resources are in good supply and made available to trained personnel within the medical room and across the Academy as required, and in a fit use for purpose, within confines of set budgets. For example, maintaining the Academy’s first aid boxes across the site. To monitor and maintain a register for students who have medicines in school and ensure that consent forms are completed accurately. To supervise the taking of these medicines at the appropriate time, checking expiry dates/dosages and making sure they are secure at all times. This also includes administering the distribution of prescriptions drugs and to maintain and update the policy on administration of medicines in School. 	



- To co-ordinate, book, and keep records of first aid training for school staff annually. This will involve maintaining a database of first aiders, including when their first aid training is up for renewal and assisting with the booking and organisation of first aid training, as appropriate.
- To ensure your own continued professional development is maintained and built upon by attending any relevant first aid related training courses as required, and engaging in other training courses or seminars/conferences relating to school welfare and other learning activities, performance development, as required. This will also involve participating fully in Staff Appraisal according to the Academy requirements.
- To be responsible for the maintenance of accurate daily medical records, ensuring that they are stored in a secure manner at all times. This will include for example maintaining a register detailing students attending the first aid facilities and recording their needs, provision and any action taken, logging this onto SIMS (student and staff database), and then providing information and statistics as appropriate to Assistant Principals at the end of each term. This will also include ensuring comprehensive health and safety risk assessments are carried out and reviewed when necessary.
- To ensure health Care Plans are developed in partnership with parents and external medical agencies, written and implemented for those students requiring them. To ensure members of the pastoral team (head of faculties) are aware of the Health Care Plans and know and understand their provision.
- To liaise and support the school nurses and immunisation teams. To plan with relevant staff members to ensure smooth running of the immunisations, and to ensure communications with teaching staff.
- To complete RIDDOR forms on our system (currently SmartLog) if required to report incidents to HSE.
- To work with the Principal and Director of Safeguarding to ensure appropriate procedures and systems are in place in relation to the Academy's Health Policies and procedures. To have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.
- To record all accidents for students, staff and visitors on SmartLog. To undertake follow up actions, if necessary. To prepare a half termly accident report to the Director of Operations.
- To provide a comprehensive medical administrative and clerical service, processing letters, reports, forms and templates on behalf of school staff. This will involve general office duties such as photocopying, filing and archiving and using ICT systems and programmes to assist in the production of reports. To handle computer data in a strictly private and confidential manner.
- To work flexibly - this may include evenings, open days, parents' evenings and possibly weekends. This may also involve cover across the wider team in times of need.
- To be available to assist and undertake break duties.



- To work safely, consider the safety of others and work within the guidelines stated in the Academy Health and Safety Policy.
- To comply with all decisions, policies and standing orders of the Academy; comply with statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and General Data Protection Regulations (2018), as part of the Data Protection Act. This will involve keeping up to date with documentation provided at a local level as well, reading and understanding information provided, following advice given and facilitating necessary action.
- To contribute to the overall ethos/work/aims of the Academy and the Trust.
- To develop and maintain professional relationships, appreciating and supporting the role of other professionals.
- To undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility.

Decision Making

- To ensure students only spend the time absolutely necessary to address their medical need and return to class swiftly to maximise their learning time.
- To know when it is necessary to seek help and advice for example from a senior member of staff.
- To establish and maintain clear systems and rationale.
- Recognising own strengths and areas of expertise and using these to advise and support others.
- Work to set deadlines and prioritise own workload.
- Ability to use own initiative even when under pressure.

Communication

- To contact parents as necessary concerning the welfare of students and ensure that records of such contacts are shared with appropriate staff, such as Academic Mentors and the Attendance Office.
- To ensure that when students are sent out of school for medical reasons that they have the appropriate permission from their guardian/parent.
- To contact parents/guardians following incidents where emergency services have been called to support an individual, and to follow up any hospital visits, ensuring parents/guardians and appropriate school staff are kept informed of the individual's progress.
- Maintaining communication with relevant external agencies as required for example to organise and manage immunisation sessions in the Academy, liaising with School Health and NHS school nurses when necessary.
- To provide immediate support and advice where required by the Director of Safeguarding, responding to any child protection issues in a timely manner and ensuring the Academy policy is followed.
- To liaise with teaching staff regarding the general care of pupils, providing staff with guidance and necessary training.
- To respond to requests in a timely manner and in line with set deadlines.
- Highlighting "health and safety" concerns promptly and reporting to the Director of Operations.



Working Environment

- To ensure the medical room is suitable and accessible for all students and staff.
- Subject to frequent periods of lone working.

The list of duties is not intended to be exhaustive but simply highlight a number of the main duties and responsibilities required of the post. Each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



Person Specification

Assessed by application (A)

Assessed by the recruitment process (R)

Criteria	Essential	Desirable
Qualifications and Education		
1. GCSE Grade C in English and Mathematics or equivalent NVQ Level 2	A	
2. First Aid at Work Certificate, or equivalent (or be prepared to attend necessary training and have the capacity to pass any associated assessments)	A	
Skills and Abilities		
3. Excellent knowledge of computer applications including Word, Excel, and PowerPoint	A	
4. Knowledge off School systems including SIMS, Smartlog, and MyConcern		AR
5. Proven evidence of ability to relate to colleagues, external agencies and members of the public	A	
6. Experience of minor injuries and wound dressing management	A	
7. Ability to assimilate information	R	
8. Excellent communication skills	R	
9. Ability to work under own initiative or within a team	AR	
10. Proven evidence of ability to work calmly and professionally under pressure	AR	
11. Sensitivity, Ability to handle confidential information with discretion, Sound judgement, Self-motivated, Resilient and positive attitude, Adaptable and flexible	AR	



Criteria	Essential	Desirable
12. Excellent time management skills	R	
13. Commitment to equality of opportunity and the safeguarding and welfare of all students	AR	
14. Ability to demonstrate a strong commitment to the values and expectations of the Academy and take a lead with the vision in all areas of health and welfare	R	



The Aspirations Academies Trust

The Aspirations Academies Trust (AAT) as a sponsor of primary and secondary age academies in England, is committed to raising students' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves. Please visit the trust website for further information at: <https://www.aspirationsacademies.org/>

Safe Recruitment Procedure

The AAT is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail if requested.

Disclosure

This post is classified as one that undertakes regulated activity, and appointment is subject to submission of an enhanced check undertaken by the Disclosure and Barring Service that is considered satisfactory by the Trust. Applicants are required, before appointment, to disclose any conviction, caution or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198). Convictions that are defined in the legislation as “spent convictions” but not “protected” would need to be declared. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon a range of factors including the nature of the offence(s) and when they occurred.

Shortlisting

Only those candidates meeting the relevant criteria indicated in the personal specification will be taken forward from application.

Interview

Longlisted candidates may be subject to a screening interview. Those shortlisted will take part in an interview with questions relating to the job description and person specification and may also have to take part in a selection exercise such as a lesson observation.

Where necessary, candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference checking

At least two references will be obtained, usually from previous and current employers. These may be contacted before the interview with your consent in line with GDPR and in all cases before an offer of appointment is confirmed.