



SIR WILLIAM BORLASE'S GRAMMAR SCHOOL

Wellbeing and Medical Support Officer



*Inspire
Empower
Shape The Future*

THE SCHOOL

Welcome to Borlase

Welcome to Sir William Borlase's Grammar School, As we celebrate our 400th birthday, we are excited to be inspiring and empowering our students today. A state-funded school in the centre of Marlow, Borlase is recognised for excellent academic learning and its outstanding curricular programme.

History

Founded in 1624 on the same site we occupy today, the brick and flint Cloisters, clock tower and Chapel of Borlase share a street with Mary Shelley's cottage where she wrote Frankenstein, TS Eliot's house and the original site of the Royal Military College now at Sandhurst. At Borlase we are proud of our long history of providing education to the young people of Marlow and surrounding areas since 1624. The school was built on a strong principle: the desire to enable children from all socioeconomic backgrounds to have the opportunity to learn and meet their potential.

Today

Our school has a very special energy that springs from a contagious enthusiasm for learning across all subjects; this extends well beyond the classroom through the many independent project groups, academic clubs and societies that flourish at school on a daily basis. The calendar is full of opportunities to enrich learning through trips, visits, practical explorations and independent research. Borlasians aspire to achieve their best academically and personally and are unashamedly ambitious in those aims. High achievement comes from the genuine enjoyment of learning and we are committed to fostering that enjoyment in and outside the classroom.

Our teachers are all specialists in their chosen disciplines who are passionate about creating learning experiences that provoke independent thinking and creativity.

Our future

We continue to look forwards, always inspired to provide the very best opportunities for our students. We have recently embarked upon a major programme of investment in our site. A new sports centre was opened in 2021 and a new school refectory in 2023.

*Inspire
Empower
Shape The Future*



WORKING AT BORLASE

A professional community

In joining the staff at Borlase, you would become part of a professional community dedicated to improvement. We invest heavily in staff professional development, but we believe that in a high-performing culture such as ours, the most effective professional growth comes through learning from others in the community and becoming more adept at self-regulated improvement.

We work closely with the local Teaching Hub to provide training for staff at all levels, including NPQs. We also support members of staff to work towards academic qualifications such as Masters degrees and educational doctorates.



A commitment to wellbeing

We are committed to providing a friendly, supportive work environment. Ongoing dialogue with staff about workload has led to changes in our working practice to reduce data collection and reporting points and to streamline our marking and feedback policy.

The Borlase staff is a friendly, sociable team and there are regular trips to theatre productions and sporting events. There is a well-provisioned staff common room and access to a superbly equipped onsite gym. We have a two-week October half term and there are lots of opportunities to accompany school trips in the UK and beyond. Children of members of staff are prioritised in our admissions process - please see the school's Admissions Policy for more details.



THE ROLE

Wellbeing and Medical Support Officer

Pay range 2-3 Actual Annual salary £12,812 - £15, 086 depending on experience

Monday to Friday 10.00am-2.30pm

Term Time Only plus INSET days (39 weeks)

Required 1st September 2024

We are seeking to appoint a dedicated Wellbeing and Medical Support Officer interested in supporting the care and development of young people in our school.

The post holder will be a key member of the student support team and lead on first aid, developing and monitoring healthcare plans and medical record-keeping; working with children with low attendance developing and monitoring Individual Healthcare Plans and will play a key role in supporting the general pastoral and wellbeing needs of young people across the Key Stages.

The successful applicant should have experience of first aid and would ideally come from a previous medical/wellbeing support background.

You will have daily contact with students, parents and staff and therefore strong communication skills, face-to-face, on the telephone, and in writing are essential.

The post holder will also need to demonstrate excellent organisational and administration skills, together with experience of working in a team. They need to be able to work confidently, competently, and independently when required, knowing when and where to access support and advice.

As with all members of the Student Support Team, the post holder will contribute to the general support activities of the school - the Wellbeing and Medical Support Officer, like all our staff, is welcomed in contributing to the wider life of the school community.



THE ROLE

Wellbeing and Medical Support Officer

Job Purpose

Wellbeing support is central to the school's culture. Our team of Student Support Officers, Pastoral and Learning Mentors, and Counsellors work closely with the Key Stage Leaders and the Designated Safeguarding Lead to ensure that all children are safe, happy and able to achieve their best at school. This role is one where you can really make a difference to the lives of young people. The successful applicant will have training in First Aid and may have worked in a medical setting. They will be confident to support students with minor injuries and ailments. They will be empathetic and able to support children who are anxious under the guidance of our Designated Safeguarding Lead and Mental Health Team. They will monitor healthcare plans of children with a range of diagnosed illnesses with agreed support plans. The post holder would need to undertake safeguarding training and will contribute to the work of the Safeguarding team.

Main responsibilities:

- The role involves monitoring the attendance of key identified children and liaising regularly with them and their parents to support them in returning to school; this includes children who are studying at home or in medical settings temporarily, monitoring their individual Healthcare Plans.
- The Wellbeing and Medical Support Officer will be responsible for managing medical information about students, maintaining the medical room and checking and updating the school policies on the management of medicines and the management of students with a healthcare need both in school and whilst under the care of the school. They will ensure medical resources are ready for school trips and visits and are returned to the Medical Room.
- The postholder will ensure that First Aid Kits and equipment across the school are up to date.
- The Wellbeing and Medical Support Officer will work closely with the Heads of Key Stage and DSL in collating transition information linked to health and wellbeing before students join the school and will meet with identified parents of children with healthcare plans to welcome them and reassure them.
- The Wellbeing and Medical Support Officer will keep up to date with healthcare issues and information for young people in order to be able to direct students and parents to external support. They may be asked to support in researching and preparing resources linked to health - including mental health, wellbeing and sex education in PSHE. They would have the opportunity to join lessons going forward.



THE ROLE

Healthcare and Wellbeing Lead

Main responsibilities:

- To provide first line medical support within the School
- To keep up to date with medical and wellbeing information relating to schools and young people and proactively advise the school on the management of the care needs of students.
- To lead on the development of links to the school nursing service.
- To coordinate the regular vaccination programmes led by external providers
- To maintain manual and computerised systems including inputting data, keeping records, statistics, confidential and general filing systems as directed.
- To develop and monitor the Individual Healthcare Plans of relevant students.
- To be the point of contact of children with low attendance and identified students with wellbeing needs, offering empathy, support and encouragement in their return to school.
- To ensure the school has available, appropriate literature for students as guided by the Buckinghamshire Public Health Team.
- To be responsible for regular meetings/ calls and follow ups with parents/carers of identified students (significant medical/ anxiety absences) and provide reports for the leadership team/ pastoral team.
- To liaise with senior staff and work in collaboration with other support services to improve attendance rates of identified students.
- To respond to routine correspondence and enquiries from students, parents, staff, external agencies, suppliers and other stakeholders.
- To work within school policies and procedures, and ensure the school has in place, appropriate policies related to health and medicines management.
- To contribute to the provision of an effective environment for learning.

- To work effectively within the DSL, Attendance Officer and pastoral teams to provide support for pupils with poor attendance. To be on a rota for school Attendance on Fridays.
- To undertake appropriate updates for first aid, pastoral and mental health training in the school setting.
- To support parents/ carers in accessing support for their child's medical needs from other services if appropriate.
- General administration/ student support duties as required.
- Undertake any other role as directed by the Headteacher as is appropriate to pay grade.

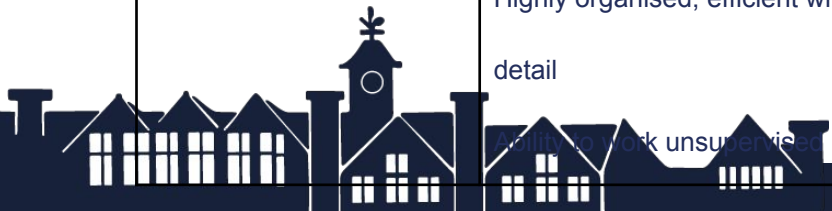
As with all members of staff the post holder is required:

- To achieve service outcomes and outputs, and personal appraisal targets, as agreed with line manager and/or Headteacher;
- To undertake training and constructively take part in meetings to assist with the effective development of the post and post holder;
- To be committed to the school's core values and ethos
- To maintain confidentiality and ensure that duties are undertaken with due regard to and compliance with the Data Protection and Equality Act at all times;
- To carry out duties and responsibilities in accordance with the school and Academy Trust's Health and Safety Policy and relevant Health and Safety legislation;
- To demonstrate consistently high standards of personal and professional conduct; showing tolerance and respect of the rights of others whether other staff, students or parents,
- To observe proper professional boundaries and having regard to the safeguarding and wellbeing of students;
- The post holder is responsible for ensuring all child protection policies are adhered to and that any concerns or incidents are raised in accordance with these policies.



THE PERSON

| | Essential | Desirable |
|---|---|--|
| Qualifications | <p>GCSE or equivalent in Maths and English - confident numeracy and literacy</p> <p>Strong all round GCSE profile</p> | <p>A Level Qualification or higher</p> <p>First Aid Training</p> <p>Current or previous medical qualification</p> <p>Safeguarding / child protection knowledge/ training</p> |
| Previous Work | <p>Experience of First Aid/medical support</p> <p>Experience of communicating with a range of people in a professional environment</p> | <p>Previous experience in an education environment</p> <p>Knowledge of SIMS</p> |
| Professional Skills and Experience | <p>Strong communication skills -written accuracy; telephone, face-to-face.</p> <p>Ability to work within limited deadlines and under pressure.</p> <p>Outstanding time-keeping and punctuality</p> <p>Highly organised, efficient with the highest standards of attention to detail</p> | <p>Experience of supporting young people in a school environment and working with parents.</p> <p>Experience with google software</p> |



THE PERSON

| | Essential | Desirable |
|---------------------------------|--|--|
| Other Personal Qualities | <p>Appropriate motivation for working with children (one which values each child and shows concern for their personal safety and wellbeing)</p> <p>Well-developed planning and organising skills including time management, delegation and administration</p> <p>Effective, engaging communicator with children, staff and parents</p> <p>An effective team player, working with colleagues collaboratively.</p> <p>A professional and responsive manner, adapting to the needs and emotions of young people and adults.</p> | <p>Willingness to contribute to the wider life of the school.</p> <p>Experience in fostering good relationships between all members of the school community.</p> |



HOW TO APPLY

Please do contact us with any queries or if you would like to discuss your situation with us first.

For an application form please visit www.swbgs.com and click on Vacancies

KEY DATES

9.00am Monday 15th July 2024

Deadline for application

***We reserve the right to close the vacancy early
should suitable candidates apply before the closing date***

Applications submitted via email should be sent to Mrs Lynn Cupitt-Jones, HR Administrator at lcupitt-jones@swbgs.com

The school is fully committed to the DfE guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire Council's guidance and the Trust's Safer Recruitment Policy.

All shortlisted candidates will be subject to an online search as part of the safer recruitment process.



***Inspire
Empower
Shape The Future***