

**ADMIRAL LORD NELSON SCHOOL**

**DUNDAS LANE**

**PORTSMOUTH**

**PO3 5XT**

**Tel: 023 9236 4536**

**Email: admin@alns.co.uk**

**Headteacher: Chris Doherty**

**MEDICAL SAFEGUARDING OFFICER**

Salary: Band 5 (£24,362 - £26,073 fte)

Hours: 37/41 weeks per year (term time plus 2 weeks). Preferred hours 8am – 4pm.

Contract: Permanent

Start date: As Soon As Possible

Closing date: Friday 10th May 2024

Interviews held: As soon as possible after the closing date

Thank you for your interest in working here at Admiral Lord Nelson School. 98% of staff would recommend working at Admiral Lord Nelson School to a colleague looking for a new position. (February 2023 survey).

We are looking for an enthusiastic and highly motivated individual to join our Safeguarding Team. Exceptional interpersonal skills, attention to detail, a solution focussed approach, high levels of initiative, flexibility, the ability to multitask and work under pressure, whilst maintaining confidentiality are a must for this role.

Reporting to the Inclusion Manager, the Medical Safeguarding Officer takes on the daily running of the medical room and plays a pivotal role in supporting the Designated Safeguarding Lead (DSL) on all safeguarding matters related to Medical issues, liaising with outside agencies as required.

Salterns Academy Trust is a learning community where every member of staff is motivated by the positive difference they will make to the personal development and the futures of our young people of Portsmouth. It was formed when Admiral Lord Nelson School became an academy in April 2014 with Trafalgar School, which is now our thriving partner Secondary School in Portsmouth.

We have a national reputation for being a truly inclusive school with excellent standards and principled curriculum design, we have a deep-rooted and longstanding commitment to being a UNICEF Rights Respecting School. This is a genuinely exciting school to be part of, morally driven by our core values of Inclusivity, Wellbeing and High Expectations.

You will be working with our students offering them medical care and support, along with sometimes simply a listening ear so bucketloads of patience and a good sense of humour is a must. In return you would be joining a safeguarding team who work hard but find time to support each other too!

*The Salterns Academy Trust and Admiral Lord Nelson School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.*

*\*\*Please note an online search will be conducted at the shortlisting stage\*\**

If you are interested in joining our amazing team of staff, we’d love to hear from you. Informal visits from those who are interested in finding out more about the role are welcomed.

Admiral Lord Nelson School Employee Benefits:

* Excellent CPD opportunities and career progression
* Employer contribution to the Local Government or Teacher Pension Scheme
* Employee Assistance Programme
* Opportunity to sign up to the bike2work scheme
* Free parking

To apply please complete the application form that can be found on the school website [www.alns.co.uk](http://www.alns.co.uk/) by midday on Friday 10th May 2024. Candidates should send their completed application to recruitment@alns.co.uk

*Some forms of employment, occupations and professions are exempted from the Rehabilitation of Offenders Act 1974.*

*Working within a School is exempted from the Rehabilitation of Offenders Act 1974.*

*You are applying for a role that is eligible for an enhanced DBS check and access to the barred list and if shortlisted for interview you will be required to complete the relevant self-declaration and disclosure form and taking into account the offences that are protected or filtered declare:*

* *All unspent convictions and conditional cautions.*
* *All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).*
* *If you have been barred from working with Children and/or Adults at risk.*

*The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.*

*The successful candidate will then be asked to complete an application for the relevant Disclosure and Barring Service check or if subscribed to the update service provide the necessary details to allow a check to be made.*

*The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.*

*Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.*

[*Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK (www.gov.uk)*](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)

*The filtering rules were updated on 28 November 2020 as follows:*

* *warnings, reprimands and youth cautions will no longer be automatically disclosed on a DBS certificate*
* *the multiple conviction rule has been removed, meaning that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the remaining rules individually, rather than all being automatically disclosed.*

**JOB ROLE: Safeguarding Officer (Inc Medical Safeguarding)**

**PAY BAND: 5**

**HOURS: 37 per week/41 weeks (Term time plus 2 weeks). Preferred hours 8am – 4pm.**

**REPORTS TO: Inclusion Manager**

Admiral Lord Nelson School is a learning community where every member of staff understands the difference that they can make to our students’ outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school’s professional development.

Admiral Lord Nelson School and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

**Key Purposes:**

* To lead and deliver the School’s Medical Room provision ensuring full compliance with all relevant legislation and best practice guidelines.
* To quality assure all medical and first aid provision by staff, commissioning training as needed.
* To provide support and guidance for all students with additional Medical needs
* To provide advice, guidance and training for staff to enable them to meet the needs of students with medical needs.
* To support the Designated Safeguarding Lead (DSL) on all safeguarding matters related to Medical issues, liaising with outside agencies as required.
* To ensure internal monitoring records (CPOMS) are accurate and up to date
* To represent the school at external safeguarding and other outside agency meetings, as required, taking the role of lead professional where appropriate.

**Accountabilities:**

1. To staff the Medical Room daily and ensure staff who provide cover are appropriately trained and supported.
2. To be responsible for the operating procedures of the Medical Room ensuring that these documents are kept up-to-date; for monitoring Medical Room staffing to ensure compliance with regulations and procedures and for ensuring that the Medical Room and whole school is appropriately stocked and resourced.
3. To be responsible for the maintenance of appropriate and timely record keeping and tracking of all medical interventions.
4. To oversee the provision of emergency medical aid training for staff, ensuring all staff have basic first aid training that is regularly updated.
5. To maintain Accident Reporting Records for all Accidents at Work, reporting to the HR Manager and Executive Headteacher urgently whenever a serious incident occurs.
6. To provide information and guidance to staff, via email and PARS on recommendations from Outside Agencies
7. Report to Heads of House and Assistant Head: Inclusivity on all students attending Medical Room, highlighting any noted patterns or concerns for early intervention.
8. Develop and maintain an Intervention tracking system for Children who attend the Medical Room occasionally and for those with ongoing medical needs.
9. To order and ensure the maintenance of equipment for students with Physical disabilities.
10. To liaise with trip organisers regarding all medications and medical needs are met for students attend the educational visit.
11. To run Evac-chair training sessions and maintain a rota to ensure vulnerable students are evacuated safely by experience staff
12. To respond to all medical safeguarding concerns as they arise, under the direction of the DSL ensuring full and accurate recording of all information.
13. To monitor safeguarding referrals from staff, through CPOMS, ensuring they are acted upon or escalated as required, in conjunction with the DSL and/or Inclusion Manager.
14. To have a full understanding of the current guidance for Safeguarding Children and to work alongside the DSL and Safeguarding support officers, to provide training to ensure the highest standards of professionalism across the staff, including during induction but also throughout the academic year as required.
15. To be responsible, under the direction of the DSL, for regular liaison with external agencies regarding Safeguarding Children, particularly those providing support for students with visual impairment or hearing impairment, with occupational therapists, with school nurse and other medical specialist support services.
16. To work in close partnership with the Assistant Head: Inclusivity so that they can effectively address all medical concerns.
17. To represent the school at external Meetings, as directed by the Assistant Head: Inclusivity or DSL, such as, but not limited to, Team around the Family meetings or with the school nursing team.
18. To arrange transport to and from school for students with disabilities, liaising regularly with transport providers to ensure high quality provision.
19. To promote and support good school attendance, particularly when the barrier is medical, to enable students to have full access to educational opportunities, assisting in removing barriers to engagement.
20. To support holiday provision for those students identified as in need of support.

Whole School Responsibilities:

1. To promote restorative practice at every opportunity, in meetings and communications, with parents, students and colleagues, to maintain the strong, inclusive ethos of the school.
2. To participate in professional learning (including INSET and twilight INSET sessions) and own appraisal meetings, contributing to the identification of own professional development needs and attend relevant meetings.
3. To participate professionally in own line management meetings, appraisal review meetings and team meetings.
4. To actively use Restorative Approaches to maintain and build relationships with staff, students and parents.
5. To participate in the Personal Development curriculum for our students, leading and support events as required.
6. To invigilate public and internal examinations or provide support for students with exam access arrangements when necessary.
7. To promote students wellbeing by undertaking supervision of students during breaktimes as timetabled.
8. To support in the supervision of student transitions, between lessons, during the school day under the direction of Line Manager/Senior Leader.
9. To establish and maintain positive, professional relationships with students, staff and parents.
10. To take responsibility for your own wellbeing.
11. At the discretion of the Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role.