



## JOB DESCRIPTION

Job Title: Education Healthcare Supervisor

Band 7

### 1.0 INTRODUCTION

The following information is provided to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The post holder will undertake work, care and support programmes to enable pupils to access learning and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

The following points should be noted:

- 1.1 Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
- 1.2 This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to services.
- 1.3 This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### 2.0 PRIME OBJECTIVES OF THE POST

As a lead practitioner, implement agreed health interventions and therapy programmes with individuals/groups, in or out of the classroom as defined by NHS Care Plans and Education, Health and Care Plans (EHCPs). As such the post holder will;

- 2.1 Provide specialist knowledge and support to pupils with complex health and physical needs requiring health and therapy interventions in line with school policies including but not limited to Supporting Pupils with Medical Conditions, Bare Below the Elbows and Infection Control.
- 2.2 Work in conjunction with the Education and Healthcare Manager, Head of Pastoral Care and NHS professionals to assist teachers in meeting pupil needs and advise staff on aspects of good practice in this specialist area.
- 2.3 To ensure that all risks associated with healthcare delivery relevant to the school setting are assessed and managed effectively and that all incidents, accidents,

safeguarding concerns and complaints are reported promptly following school policy and procedures as well as NHS.

2.4 Manage and prepare resources as required.

### **3.0 REPORTING, SUPERVISION AND ACCOUNTABILITIES**

3.1 To work under the instruction/guidance of teaching/senior staff and the supervision of your line manager.

3.2 The post holder will be accountable for compliance with all school policies and procedures within the scope of the role e.g. raising safeguarding concerns at the earliest opportunity.

3.3 Training and competency for delivering health interventions will be assessed, overseen and supervised by NHS professionals.

### **4.0 SUPERVISORY/MANAGERIAL RESPONSIBILITIES**

4.1 Supporting and general supervision of Level 2 staff carrying out health interventions and therapy activities for pupils.

4.2 To supervise students on work experience, trainees, and voluntary helpers with whom the post holder is working.

4.3 Where necessary, raise a concern about a colleague's proficiency undertaking a health intervention with your line manager so that appropriate support, additional training and reassessment can be arranged as required.

### **5.0 RANGE OF DECISION MAKING**

To make decisions where appropriate within established working practices and procedures for all matters relating to;

5.1 the health, mobility, hygiene and wellbeing of the pupils,

5.2 the correct use and care of materials and specialist equipment and resources,

5.3 the conduct and behaviour of individual and small groups of pupils.

### **6.0 ASSETS, MATERIALS ETC**

6.1 Maintain the confidential nature of information relating to the school, its pupils, parents and carers in line with the school's Data Protection Policy.

6.2 Support the use of up to-date records of all pupils' personal care and therapy risk assessments and plans, in conjunction with other members of staff and health professionals. To support the risk assessment and development of moving and handling care plans for all relevant pupils.

- 6.3 Ensure the care of all equipment and materials related to health care and therapy provision e.g. slings and hoists within the school, in conjunction with other members of staff and health professionals.
- 6.4 Supervise the provision, use and storage of equipment and materials across the school to ensure availability and correct use of resources required by the pupil.
- 6.5 Supervise the collection, storage, recording and disposal of medications to ensure compliance with school policy.

## **7.0 RANGE OF DUTIES**

### **7.1 Support for Pupils**

- 7.1.1 Assist with the implementation of individual pupils' Education Health and Care Plans (EHCPs), Behaviour Plans and NHS Care Plans – including meeting personal care, hygiene, therapy and health needs.
- 7.1.2 The post holder will be required to deliver health interventions when trained and deemed competent to do so. This requirement will be based on pupil needs and the Bradford District Achievement agreed health interventions listed in Appendix 1. The post holder will also be required to generally supervise the delivery of health interventions appropriate to the role.
- 7.1.3 Participate in comprehensive assessment of pupils to determine those in need of particular help, using detailed knowledge and specialist skills to provide advice to support pupils' healthcare, therapy and learning.
- 7.1.4 Undertake structured and agreed learning activities/teaching programmes appropriate to the pupil's needs to ensure physical, social, emotional and intellectual development, taking into account diversity e.g. language, culture, ability, race and religion.
- 7.1.5 Support pupils in the use of ICT in therapy and learning activities e.g. communication devices, switches as directed by the teacher, and develop pupil's competence and independence in its use.
- 7.1.6 Challenge, support and motivate pupils, promoting self esteem and high expectations whilst recognising and responding to their individual needs.
- 7.1.7 Provide information and advice to enable pupils to make choices about their own healthcare and therapy, promoting independence and self reliance e.g. toilet training.
- 7.1.8 Awareness of pupil progress, monitor/record pupil responses against pre-determined learning intentions as well as provide accurate, constructive and detailed feedback/reports to the teacher and pupils.
- 7.1.9 Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- 7.1.10 Promote positive values, attitudes and good pupil behaviour and encourage pupils to take responsibility for their own actions whilst supporting the teacher in

managing this. Deal promptly with conflict and incidents (including those involving restraint) and reporting challenging behaviour where appropriate in line with established policy.

7.1.11 Support liaison with health and social care service providers to ensure consistent practice in all settings including the pupils' home.

## 7.2 Support for Teacher

7.2.1 Contribute to meetings with parents. Gather/report information from/to parents/carers as directed, taking into account parental/carer concerns, dealing with them sensitively under the direction of the teacher/team leader.

7.2.2 Supervise pupil's health interventions out of lesson times, such as before and after school including transport, lunchtimes, accompanying teaching staff and pupils on visits, trips and out of school activities.

7.2.3 Support teacher and other senior staff in the use of ICT for sharing, recording and reporting purposes e.g. cpoms, scanning NHS care plans, rotas etc.

7.2.4 Support the organisation and management of appropriate personal care and therapy environments and resources, ensuring timely and accurate design, preparation and use of specialist equipment, stock control, resources and materials.

7.2.5 Promote and ensure the health and safety of pupils at all times.

## 7.3 Support for School

7.3.1 Contribute to the overall vision, values and guiding principles of the school.

7.3.2 Comply with and assist with the maintenance of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Supervise the implementation of health related policies and protocols including the Supporting Pupils with Medical Conditions Policy and the joint NHS/School Incident Reporting Process.

7.3.3 Recognise own strengths and areas of specialist expertise and use these to train and develop staff as required. Lead training in moving and handling (if a key trainer) and participate in training and learning activities including moving and handling of pupils and care and control (Team Teach). Provide mentoring and development support within the scope of the role.

7.3.4 Supervise the record keeping and monitoring of staff training for health interventions and supervise appropriate staff deployment to ensure the health needs of pupils are met.

7.3.5 In conjunction with health professionals, advise on appropriate deployment and use of specialist aids, resources and equipment taking into account pupil's interests, language and cultural backgrounds. Supporting the management and maintenance of specialist equipment and resources.

- 7.3.6 Communicate and where appropriate, establish constructive relationships with members of the public, other professionals and organisations to support achievement and progress of pupils. This includes teaching staff, parents/carers, governors, social care professionals, NHS professionals, Ofsted representatives and school reviewers.
- 7.3.7 Attend and participate in regular team meetings.
- 7.3.8 Professionally engage with training courses and opportunities provided either by the school or external providers e.g. NHS organisations or private providers.
- 7.3.9 May be required to undertake other duties commensurate with the grade and level of responsibilities as defined in this job description.

**8.0 Professional Expectations of Support Staff**

- 8.1 Put pupils first and their safety foremost.
- 8.2 Follow Standard Operating Procedures (e.g. Missing Child Procedure and Emergency Services Procedure) and contribute to their review.
- 8.3 Work as partners with class teams by taking part in class team discussions, briefings and planning training discussions.
- 8.4 Maintain and update own professional practice by actively participating in training, competency assessment and supervision to ensure required levels of knowledge and skill are maintained.
- 8.5 Provide support for team colleagues through administrative systems and resources.
- 8.6 Liaise with parents and other partners as directed by teachers and senior staff.
- 8.7 Rigorously apply school policies and ensure procedures are followed.
- 8.8 Participate in supervision duties – e.g. unstructured times e.g. lunchtime clubs and break duties.
- 8.9 Participate in performance development, identify and address any training needs/other learning activities and monitor performance development through active engagement with the [insert as appropriate e.g. Southfield Expertise Framework].
- 8.10 Contribute to a positive safety culture.

Whilst every endeavour has been made to outline the main responsibilities and duties of the post, the above is not an exhaustive list of responsibilities. As business changes, roles will naturally evolve. Job descriptions will be reviewed with jobholders and updated periodically to reflect this.

Signature of post holder .....

Date .....

## **Appendix 1: Health Interventions Delegated to School Staff.**

There is a comprehensive framework in place for training, support, supervision and competency assessment for school staff delivering health interventions. This complies with local and national guidance on the delegation of health tasks to non-health support workers (Royal College of Nursing, 2018), infection control guidance including bare below the elbows (NICE, 2017) and the agreed list of tasks suitable for delegation in Bradford District Achievement Partnership Schools (Bradford DAP, 2019).

The decision for staff to deliver health interventions will be based on pupil need and where applicable, will be made in conjunction with NHS professionals to ensure decisions are appropriate and there is sufficient opportunity to maintain skills and competency.

School staff may be required to support pupils with the following health interventions:

- Administer medicine in accordance with prescribed medicine, with pre-calculated dosage provided via naso-gastric tube, gastrostomy tube, orally or applied to skin, eyes and/or ears.
- Administer adrenaline auto-injectors (e.g. Epipens).
- Administer Buccal or intra-nasal midazolam and Hypo Stat or Gluco Gel.
- Assist with inhalers, cartridges and nebuliser.
- Emergency treatments covered in basic first aid training including airway management.
- Nasal or oral suctioning which does not go beyond the back teeth and where there is an effective cough. This would be prescribed by a doctor, children's respiratory nurse specialist or a paediatric respiratory physiotherapist.
- Assist with prescribed oxygen administration including oxygen saturation monitoring where required.
- Non-invasive ventilation care for a child with a predictable medical condition and stable ventilation. Non-invasive includes Constant Positive Airway Pressure (CPAP) and Bi-level Positive Airway Pressure (BiPAP) and involves a mask worn on the face which fills with oxygenated air.
- Monitor blood glucose and carbohydrate counting as agreed by the pupil's lead nursing /medical practitioner. E.G. GP, Paediatrician, Children's Diabetes Nurse Specialist.
- Bolus or continuous feed via naso-gastric tube or gastrostomy.
- Bolus or continuous feed using a pump via gastrostomy or jejunostomy.
- Stoma care including requirement to maintain patency of stoma in an emergency situation prior to seeking advice from a registered nurse.
- Cathether care.

- Supporting a child/young person to access mitrofanoff.
- Inserting suppositories or pessaries with a pre-packaged dose of a prescribed medicine.

**These final three points are not anticipated as being part of the role at Co-op Academy Southfield, however they may be required in the future, to support other DAP schools:**

- Rectal medication with a pre-packed dose i.e. rectal diazepam.
- Rectal paraldehyde which is not pre-packaged and has to be prepared – permitted on a named child basis as agreed by the child's lead medical practitioner i.e. Paediatrician or GP.
- Tracheostomy care for a stable stoma including suction using a suction catheter.
- Re-insertion of percutaneous endoscopic gastrostomy tubes This is on the list of tasks that should **not** be delegated unless it is an emergency.