

JOB DESCRIPTION



POST TITLE:	Medical Needs Coordinator
LINE MANAGER:	Academic Progress and SEND Manager
FULL/PART TIME:	Part Time (22.5 hours), Permanent, Term Time only + 2 weeks
Salary:	SFCA Support Staff points 12 -15

PURPOSE OF THE JOB

To provide specialist guidance, training and support in relation to students with chronic medical conditions and physical disabilities.

Working as part of the Student Support Team, the post holder will support the SENCo, Inclusion Coordinators and teaching staff to ensure that students with medical needs are able to access learning safely and successfully. The role will focus on supporting individual students, developing staff confidence and competence, and coordinating specialist medical advice and support arrangements where required.

KEY RESPONSIBILITIES

Student Support and Medical Needs

- Support students with chronic medical conditions and physical disabilities to access education and participate fully in College life.
- Meet with students and families to gather information regarding medical needs and support requirements.
- Work alongside the SENCo and Inclusion Coordinators to identify barriers to learning arising from medical conditions and recommend appropriate support strategies and reasonable adjustments.
- Act as a source of specialist advice for students experiencing difficulties relating to their medical condition whilst in College.
- Support students during key transition periods and times of increased need, including examination periods.
- Provide specialist support and guidance in relation to students with conditions such as epilepsy, diabetes, significant physical disabilities and other chronic medical needs.

Individual Healthcare Planning and Medical Advice

- Support the SENCo and Inclusion Coordinators in the development, implementation and review of Individual Healthcare Plans (IHCPs) for students with significant medical needs.
- Provide specialist medical advice to inform healthcare plans, support arrangements and reasonable adjustments.
- Support the SENCo and Inclusion Team in the development and review of Personal Emergency Evacuation Plans (PEEPs) and medical risk assessments where specialist medical knowledge is required.

- Ensure relevant medical information is communicated appropriately to staff to enable safe and effective support for students.
- Maintain accurate and up-to-date medical records and documentation relating to student support arrangements.

Staff Support and Specialist Training

- Support staff in understanding individual student needs, providing specialist advice and guidance to staff working with students on warning signs, triggers and appropriate responses for medical conditions
- Identify training requirements arising from individual student needs and support arrangements.
- Coordinate and source specialist training for staff from external agencies and healthcare professionals.
- Deliver training and briefings to staff where appropriate and within the scope of the role.
- Support the SENCo and Inclusion Team in ensuring staff have the knowledge, confidence and competence required to support individual students safely.
- Contribute to the development of guidance and resources to support inclusive practice across the College.
- Maintain first aider database and arrange refresher training for staff as required
- Support the Senior Management Team in coordinating support for staff with temporary or permanent medical needs.
- Support the HR department in carrying out medical risk assessments including new and expectant mothers.

Chronic Case Coordination

- Support the SENCo and Inclusion Team in coordinating support for students with chronic medical needs requiring involvement from multiple agencies.
- Liaise with healthcare professionals, specialist nurses, therapists, NHS services, local authority teams and families to obtain and share relevant information.
- Gather, interpret and communicate professional advice to staff in a practical and accessible manner.
- Support implementation of recommendations made by healthcare professionals and external agencies.
- Contribute to transition planning for students joining the College with significant medical or physical needs.

Medication Management

- Maintain oversight of systems relating to the safe storage and administration of student medication.
- Support the development and implementation of procedures relating to medication management.
- Train and advise relevant staff in medication administration and associated procedures where required.
- Ensure appropriate records relating to medication administration are maintained.

- Support arrangements relating to emergency medication and emergency healthcare procedures for individual students.

Physical Disability Support

- Support the SENCo and Inclusion Team in planning provision for students with physical disabilities.
- Provide advice regarding moving and handling considerations, accessibility requirements and specialist equipment needs.
- Coordinate specialist advice and training relating to physical disability support.
- Support staff in the safe use of specialist equipment where appropriate.
- Assist in identifying equipment, resources and adaptations required to support student access and participation.

General Responsibilities

- Work collaboratively with the SENCo, Inclusion Coordinators, teaching staff and wider support teams to promote student inclusion and success.
- Maintain effective working relationships with students, families and external professionals.
- Participate in professional development activities to maintain and develop relevant medical knowledge and skills.
- Promote equality, diversity and inclusion in all aspects of service delivery.
- Adhere to all College policies and procedures, particularly those relating to safeguarding, confidentiality, data protection and health and safety.
- Undertake any other duties commensurate with the grade and nature of the post as reasonably required by the College.

The following information is provided to assist Support Staff to understand and appreciate the work content of their post and the role they are to play in the Multi-Academy Trust (MAT). However, the following points should be noted:

- The postholder will be required to carry out their duties in accordance with the Conditions of Service Handbook
- It must be recognised that this job description may change as the circumstances of the MAT change. Regular reviews will take place following consultation with the post holder as part of the annual appraisal process
- The post holder is expected to respect any information that come into their possession or exists in their environment relating to students, colleagues and other individuals. This requires following good practice and guidance on confidentiality
- The post holder has a duty to maintain the safety and welfare of the students and within the scope of their post must ensure all organisational policies and procedures on safeguarding are implemented
- The post holder has a duty to report any concerns or incidents regarding student welfare promptly in accordance with College procedure and their training
- The post holder will need to recognise they work in a College environment, which will occasionally require them to support student related activity
- Should there be a disagreement about the conditions of service, personnel have the right of appeal under the MAT grievance procedures

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
KNOWLEDGE/ QUALIFICATIONS	• Level 3 First Aid at Work certification • Paediatric First aid • Five A* to C GCSE's including English and Maths or equivalent.	• Specific training on medical conditions (epilepsy, diabetes, anaphylaxis, mobility)
RELEVANT EXPERIENCE	• Minimum of three years relevant experience as a First Aider • Experience of safeguarding young or vulnerable individuals • Experience of working effectively with external professionals, including healthcare providers, therapists, local authority services and families.	• Experience in an educational setting or working with young people • Experience of delivering training, briefings or guidance to staff. • Experience in managing and administering medication
SKILLS/APTITUDES	• Understanding of supporting individuals with physical disabilities, including moving and handling principles and accessibility considerations. • Understanding of Individual Healthcare Plans (IHCPs), risk assessments and reasonable adjustments for students with medical needs. • Ability to coordinate support involving multiple stakeholders and agencies. • Excellent verbal communication and interpersonal skills • Calm and professional in emergency situations • Able to maintain confidentiality and professional boundaries • Good IT skills • Excellent time management • Ability to work under pressure and to meet deadlines • Ability to relate to a wide range of people and develop good working relationships with colleagues and students • Good IT skills	• Evidence of ability to write reports and co-ordinate data • Understanding of equality and diversity issues for young people post 16

	• Empathetic and student-centred approach • Resilient and emotionally robust when supporting students with chronic needs. • Able to work independently and prioritise workload effectively.	
--	---	--