

Job Title: Student Support Worker

Job purpose: To provide comprehensive first aid support to students, with associated administration.

Responsible to: Head of Student Services

Responsible for:

Under the day to day direction of the College Nurse:

1. Responding to the needs of students presenting for first aid, including those students in emotional distress, and providing relevant support as required.
2. Assisting the Nurse in dealing with complex cases and monitoring students who require rescue medication. Updating medical records and liaising with external agencies, parents, and key college staff.
3. Carrying out administration relating to student medical and first aid support, including updating medical records, creating care plans and risk assessments, and collecting relevant medical evidence.
4. Triaging new applicants to the college who disclose a medical condition to ensure relevant support is in place pre-enrolment.
5. Liaising with the college Health and Safety Co-ordinator to monitor injuries and accidents on site and identify accident trends.
6. Completion of Risk Assessments for students with a medical condition who are taking part in a college trip, empowering students to understand and manage their own risks. Liaison with Trip Leaders and providing training where necessary
7. Administering all Temporary PEEPS, including meeting with students to understand all implications of injury and liaising with other departments to meet needs.
8. Completion of annual reviews for students with an IHCP.
9. Offering training and support to the team of Retained First Aiders, ensuring records of training completed are up to date.
10. Ordering and completing regular checks on all medical equipment, medications, First Aid boxes, and college kits for specific conditions (Asthma kits, Diabetes kits, EpiPen kits etc)
11. Developing a close working relationship with key college staff (DoCS, Safeguarding Team, the Hub, Study Support, Student Services, Exams Department) to best support students.
12. Prioritising the safeguarding of all students and participating in training on safeguarding matters
13. Contributing to the elimination of unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not
14. Any other duties as may reasonably be required by the Principal

Liz Crouch
Head of Student Services
May 2024