

Job Description and Person Specification Medical and Welfare Support Assistant GR

Job details	
Job title	Medical and Welfare Support Assistant
School	Sidestrand Hall School
Hours	35 hours
Weeks per year	38 + 1 week
GR Number	GR9013
Grade	Scale E
Responsible to	Responsible to the Headteacher or Senior Teacher but works to and with a qualified teacher on a day to day basis.
Responsible for	
Effective date	

Role and context
<p>Job purpose</p> <p>Under the direction of the senior teacher and/or medical professionals, provide high quality medical, personal care support for students with a wide range of special educational needs.</p> <p>This includes assisting with medical procedures, administering medication, supporting pupils' personal care, and enabling safe access to learning and school life.</p>
<p>Context</p> <p>The post holder works as part of a multidisciplinary team including teachers, senior staff, residential staff, therapists, clinicians, and parents.</p>
<p>Other Job Information (e.g. any special factors or constraints)</p> <p>The role requires flexibility, excellent communication, and the ability to respond to pupils' changing medical and personal care needs.</p> <p>Liaison with Teachers, TA's, Support staff, Health professionals, Parents and Visitors.</p>

Principal Accountabilities	
Accountability	Order of importance (1 = most important etc)
Medical Support & Medication Administration	
Administer prescribed medication safely, including controlled drugs, following school procedures, individual care plans and competency-based training. This includes preparing doses, double-checking instructions, and ensuring safe storage and disposal.	1
Maintain accurate records of all medication administered, refused or missed, using bound books, electronic systems and incident forms to ensure full auditability.	
Support routine medication audits, including stock counts, expiry checks, ordering replacements, reconciliation of controlled drugs, and identification of discrepancies, escalating concerns immediately.	
Manage medication for trips and off-site activities, ensuring correct packaging, documentation, risk assessments and handover procedures are followed.	
Carry out scheduled checks of emergency medication (e.g., inhalers, EpiPens, Buccal Midazolam), ensuring items are in date, accessible, labelled correctly and stored in line with statutory guidance.	
Support pupils with daily medical routines such as blood-glucose monitoring, inhaler use, topical treatments or physiotherapy-linked routines, escalating concerns to senior staff promptly.	
Clinical & Health Care Procedures	
Undertake delegated clinical tasks such as PEG/tube feeding, seizure monitoring, Omnipod changes, or administration of emergency medication, ensuring full compliance with training, care plans and clinical governance.	2
Support physiotherapy, occupational therapy and other specialist programmes by carrying out prescribed exercises, stretches, positioning routines or sensory-regulation activities that require trained staff.	
Facilitate safe mobility by assisting with wheelchairs, walking frames and other mobility aids. Ensure safe transfer techniques, correct posture, safety and comfort at all times whilst positioning pupils.	
Maintain, clean and check specialist equipment (e.g., mobility aids, Wombat chairs, standing frames), reporting faults to line manager, and ensuring equipment is moved safely between lessons.	
Personal & Pastoral Care	
Provide high-quality personal care including toileting, continence support, feeding, dressing, hygiene routines and menstrual care, following individual care plans and safeguarding expectations.	3

Support pupils with eating and drinking, including modified diets, dysphagia plans, allergies and intolerances, ensuring safe feeding practices and accurate recording of intake where required.	
Promote pupils' dignity, independence and emotional wellbeing by using sensitive communication, offering choices and maintaining privacy wherever possible.	
Provide calm, reassuring support during medical incidents, using de-escalation strategies and ensuring the safety of the pupil and others.	
Individual Healthcare Plans & Medical Records	
Contribute to the development and review of Individual Healthcare Plans (IHCPs), ensuring information is accurate, up to date and reflective of pupils' changing needs.	4
Maintain accurate medical records including care logs, feeding logs, seizure logs, incident reports and clinical correspondence, ensuring accuracy and timely completion.	
Manage all medical information in line with GDPR, maintaining confidentiality, secure storage and appropriate sharing procedures.	
Contribute confidently to EHCP reviews, multi-disciplinary meetings and annual reviews, offering clear, evidence-based updates on pupils' needs.	
Communication & Multi-Agency Liaison	
Communicate regularly with parents/carers to update medical information, clarify instructions, gather consent and ensure continuity of care between home and school.	5
Share relevant medical updates with the Senior Teacher, medical professionals and wider staff, ensuring consistent practice across settings.	
Liaise with residential staff to ensure medication changes, routines and clinical information are accurately shared and implemented.	
Communicate with external professionals including paediatricians, epilepsy nurses, ADHD clinics, dietitians, physiotherapists and occupational therapists.	
Manage the distribution, collection and return of medical questionnaires (e.g., ADHD forms), ensuring timely submission to clinics.	
Support for Pupils in the Classroom	
Enable pupils to access learning by managing medical and care needs discreetly within the classroom, minimising disruption and promoting engagement.	6
Promote inclusion and positive relationships by facilitating safe participation in lessons, sensory activities, outdoor learning and enrichment opportunities.	
Implement risk-reduction strategies for pupils with complex medical needs, ensuring safe movement, positioning and participation.	

Observe and report changes in pupils' wellbeing, behaviour, engagement or health, providing timely feedback to teachers and senior staff.	
Support for Teachers & School Systems	
Assist teachers with preparing and maintaining classroom materials, ensuring equipment is safe, clean and appropriate for pupils with medical or physical needs.	7
Complete administrative tasks such as updating medication charts, first aid logs, feeding records and daily tick lists, ensuring accuracy and compliance.	
Develop simple logistical plans for managing medication, equipment movement and daily routines, ensuring smooth transitions between lessons and activities.	
Support office/reception functions when required, including responding to medical queries, managing deliveries and assisting with parent communication.	
Model safe medical and personal-care routines for class staff, supporting consistency and confidence across the team.	
Emergency Response	
Provide first aid and emergency medical response in line with training, remaining calm and decisive under pressure.	8
Support pupils experiencing seizures, allergic reactions, respiratory distress or sudden medical deterioration, administering emergency medication where authorised.	
Follow emergency protocols including calling emergency services, completing incident reports and ensuring appropriate follow-up.	
Accompany pupils to hospital when required, providing accurate handover information to medical staff and maintaining communication with school leaders and parents/carers.	
Training, Competency & Professional Development	
Complete all mandatory medical and care training, including medication administration, diabetes care, PEG feeding, dysphagia, first aid and safeguarding.	9
Participate in competency assessments, refresher training and supervision to maintain high standards of practice.	
Support delivery of basic health-care training to staff where appropriate, modelling safe and consistent practice.	
Attend meetings, supervision and performance management activities and continue with professional development to enhance skills and knowledge.	
Other Duties	
Undertake any other reasonable duties within the scope of the grade as directed by senior staff, adapting flexibly to changing needs.	10

<p>Maintain confidentiality, safeguarding standards and compliance with all school policies, including behaviour, health and safety and medical governance.</p>	
<p>Follow infection-control procedures including PPE use, cleaning of equipment, safe disposal of clinical waste and maintaining hygiene standards.</p>	
<p>Monitor and replenish medical room stock including PPE, wipes, gloves, pads, syringes, feed giving sets and other consumables.</p>	

Person specification	
Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> ● NVQ 2 or equivalent in relevant discipline. ● Level 2 in English (or equivalent) ● Level 2 in Maths (or equivalent) 	<ul style="list-style-type: none"> ● PEG training ● First aid training.
Experience	
<ul style="list-style-type: none"> ● Working with personal care, medical routines and supporting pupils with complex needs. ● Administrative work. ● Working with SEND Students with a range of needs and support requirements 	<ul style="list-style-type: none"> ● Experience dealing with medical emergencies ● Working with controlled drugs ● Knowledge of specialist equipment (e.g. Omnipod, mobility aids)
Skills/knowledge	
<ul style="list-style-type: none"> ● Effective use of ICT. ● Good keyboard skills. ● Understanding of relevant medical and safeguarding policies. ● Strong organisational skills and attention to detail. ● Manual handling ability ● Flexible approach to duties ● Flexible approach to working environments ● Ability to administer medication following training. ● Ability to relate well to children and adults. ● Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. ● Ability to identify own training and development needs and co-operate with means to address these. 	<ul style="list-style-type: none"> ● Understanding of medical conditions such as epilepsy, asthma, diabetes or physical disabilities.

General information

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job.
- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.
- All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.