

TRELOAR TRUST

JOB DESCRIPTION

POST: Primary Care Team Lead

LOCATION: School

RESPONSIBLE TO: Care Manager School Day Students

Main Purpose of Job

The Primary Care Lead is directly responsible to the Care Manager for the welfare and organisation of all students within Primary School Care Provision, with particular responsibility for a specified group. The Primary Care Lead will have shift leading responsibilities to meet the students needs during the education day.

This job description should be read in conjunction with the Student Support Assistant job description since there are similarities in the general duties and conditions of service. However, the degree of responsibility of the Primary Care Lead is much greater. Additional responsibilities involve the following, through this list should not be regarded as exhaustive.

Key Tasks

Special responsibility

- Write and regularly update a comprehensive “Young Person’s Plan” on Nourish for each student, in conjunction with the multi-disciplinary team, that informs the staff of the support needs of the student.
- Ensure accurate and appropriate records are kept by Primary School staff and that these records are and monitored to ensure the well-being of each student. Regular checks and actions taken.
- To seek to develop relationships to empower students to take responsibility for themselves giving guidance and assistance.
- To help students to identify the assistance they require to enable them to live as independently as possible.
- To help students to assume responsibility for their own development. This will encompass all aspects of daily living.
- Oversee support for students with their IEP goals and ensuring accurate records are maintained, in order to archive their agreed goals and targets.
- Support students in maintaining relationships with families, carers, friends and significant others.
- Develop skills in basic counselling, behaviour management and dealing with social and emotional problems. Any major difficulties in these areas must be undertaken in close consultation with the Care Manager.
- To establish and maintain an effective working relationship with MDTs to ensure that everyone concerned has a clear knowledge of each student's needs.

- Oversee the delivery of Occupational, Physiotherapy and Speech and Language Therapy programmes by the SSA team within the primary care time slots.
- Encourage students to make and attend medical, dental and specialist appointments and ensure the results are recorded, or maintain communication with families and record when we are notified that this has taken place.
- To be responsible for minor disciplinary matters, referring more serious issues to the Day Provision Deputy Manager or Senior Deputy Manager School Day Provision.
- To support the Care Manager in establishing systems within the Primary care setting that are inline with Ofsted Residential requirements.
- To support the Care Manager in the implementation of quality assurance and improvement activities in line the Treloar's Quality Calendar. To carry out quality control measures within primary including but not limited to practice checks; eating and drinking, moving and handling, infection control, dignity and compassion, PPE.
- Ensure that medication and TFR audit checks are completed and recorded to verify that students have received their medications and TFR.
- To complete improvement activities which arise as a result of any internal or external audits, in a timely manner, ensuring all documentary evidence is completed
- Support the Care Manager in the production of a termly departmental self -assessment report and regular monitoring of associated actions plans.
- To help implement all aspects of individual care plans, including the administering of drugs and medication, in line with required Trust policy and procedure. You will be trained and supported by registered Nurses to carry out specific delegated clinical skills, to meet our students' individual needs. This will regularly include medication and gastrostomy feeds; less commonly this will include skills such as non-invasive ventilation, suction, diabetes monitoring.
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- The Primary Care Lead will be actively involved in reviewing the support needs of each student and the relevant funding levels required. This will require a working knowledge of the funding process, ensuring relevant records are made and any changes formally communicated to the contracts and admissions team. To have a working knowledge of funding process and to be actively involved in reviewing the support levels of the student to ensure their needs are adequately met.
- To be part of the school admissions team (when required) and carry out prospective student interviews in order to inform care need. Feeding back to Care Manager
- Meet with Nutrition support team every half term and have a detailed understanding of student nutritional needs to ensure NST meetings have purpose and benefit the students wellbeing. Ensure eating and drinking profiles are up to date and liaise with Nutrition support team as necessary.
- To take an active lead in lunch time play with the students, including creating innovative ways to engage the students in play with their peers. Setting up and clearing away play time activities that are exciting and fun.
- To work with the MDT to implement outcomes and targets based on Educational Health Care Plan of students.

Contact with parents/external agencies:

- In line with the Data Protection Act and the trusts policy on Confidentiality the Primary Care Lead will be a key figure in pro-actively establishing and maintaining the links between Parents/Carers, School and other agencies.
- To establish and maintain contact with social workers and other agencies as necessary. The Care Manager should always be informed of such contacts and written records made.
- Write Reports on each student in order to provide information to relevant stakeholders. The Primary Care Lead will write reports and be present at Annual Reviews and any other meetings concerning the student.
- To attend CIN/CLA meetings of allocated student workload detailing progression and concerns as appropriate.
- To maintain communication with parents to ensure appropriate stock control of medications for students at school. To be able to receive and store medications correctly and liaise with health centre and parents over any changes to medication
- To be responsible for cleaning and personal care equipment supply order through internal structures and with parent support.

General Responsibilities:

- To be responsible for the day to day running of the Primary Care provision, to include shift planning and co-ordination of the staffing. To be responsible for allocating staff to meet care needs including giving medications and nutritional support.
- Support the class namely lead SSA's in organising any offsite trips in conjunction with required paperwork and established systems. This is to ensure that all students medical, nutritional and care needs can be met when offsite by imparting knowledge and guidance of student needs.
- Attend regular/planned staff meetings and share in discussion and decision-making.
- Identify and refer faults/work to the facilities department.
- Identify and update risk assessments.
- Organise and oversee equipment checks and cleaning for Primary bathroom areas.
- To support the class teacher in noting student appointments and support student organisation to attend.

Staff leading responsibilities

- Ensure a consistent high standard approach from all staff working within the Primary care provision by careful leadership of them and by passing on any necessary information to them.
- To provide on the job training to staff within the work situation and to assess their performance, monitor their development, and to identify staff training as required.
- To work proactively within the primary school education setting alongside SSA's, promoting their individual training and develop skills to meet the students needs. Also implementing the nursing training requirements and organising observation training sessions for the SSA's.

- To work proactively within the primary school education setting to ensure systems are implemented that reflect internal policies and systems including but not limited to infection control, medication storage, GDPR, student care plans.
- Organise cover for staff absence, as necessary in the absence of the Care Manager in conjunction with the SSA Team Leaders.
- Maintain good relationships with the staff, between the Primary care provision, Gloucester house, other departments, and outside agencies.
- Attend meetings and share in discussions and decisions regarding the care provision.
- To support with staff inductions based on established induction paperwork and ensuring that new staff understand the purpose of the Primary Care Provision.

Equality and Diversity :

- To promote good practice in relation to equality and diversity, with both staff and students and challenge poor practice.

Other duties

- To support the Trust in safeguarding and protecting the welfare of all students.
- To comply with policies and procedures reporting concerns to the appropriate person.
- To maintain and develop own professional knowledge, development and awareness and be responsible for keeping up to date with all training requirements.
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
- A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
- This job description will be reviewed and amended in the light of changing professional demands.

December 2024

Person Specification – Primary Care Team Lead

MINIMUM	DESIRABLE
<p>Qualifications:</p> <ol style="list-style-type: none"> 1. Good standard of General Education including evidence of GCSE English and Maths at grade C or above (or equivalent). 2. Hold a Healthcare Support Level 3 qualification (or must start it as a condition of getting the job and complete it within an agreed timeframe) 	<p>Relevant Children’s level 3 qualification.</p>
<p>Skills and Knowledge:</p> <ol style="list-style-type: none"> 1. Previous experience of working in student care. 2. To be able to demonstrate a detailed understanding of child development milestones and impacts on learning and wellbeing. 3. To have completed all care elements of SSA training. 4. To have completed meds training or experience of medication administration in care support setting. All staff will undertake Treloar medications training. 5. Ability to act as role model to other SSAs in terms of supporting student learning and promoting student independence 6. Ability to work effectively with a wide range of people 7. Basic computing knowledge e.g. Microsoft Word 8. Good written and verbal communication skills 9. Able to understand or to develop an understanding of the needs of children/young adults with a disability 10. A willingness to support the students in developing independence skills and self-advocacy 11. Able to work under pressure 12. Able to work as part of a multi-disciplinary team 13. Must be able to show initiative 14. Ability to stand back from a situation and let a student try something for themselves 15. Knowledge of key statutory orders relating to residential care, eg Children’s Act/Keeping Children Safe in Education. 	<p>Experience of using Databridge and Nourish</p>
<p>Experience:</p> <ol style="list-style-type: none"> 1. Previous experience of working in a caring environment and/or with people with a learning difficulty or disability 2. Experience in understanding play and the importance of child development. 	<ol style="list-style-type: none"> 1. Minimum of 2 years’ experience working in the residential setting at Treloar’s. 2. Minimum of 2 years’ experience as an SSA/LSA at Treloar School. 3. Experience of working with parents and other external agencies.
<p>Personal qualities:</p> <ol style="list-style-type: none"> 1. A commitment to promoting and safeguarding the welfare of students 2. A commitment to working in partnership with parents. 3. A positive and professional attitude 4. Punctual 5. Reliable 6. To be able to provide personal care relevant to the students’ needs 7. To be able to work in an organised and efficient manner 	
<p>Physical Requirements</p> <ol style="list-style-type: none"> 1. Ability to ensure students comfort and to assist with transfers 2. Must be able to cope with the physical demands of the job 3. Pushing wheelchairs and standing frames 4. Constant standing/walking 	

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| 5. Assist students with walking, sitting and other activities of daily living
6. Moving and handling of students by means of mechanical aids
7. Manual Handling requirements within MH guidelines | |
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TRELOAR TRUST IS COMMITTED

TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

All successful candidates will be subject to a relevant Disclosure and Barring Service (DBS) checks along with other relevant employment checks

BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST'S EQUAL OPPORTUNITIES POLICY