

# **Clinical Lead**

## **Working term time only during school hours**

**Work for 39 weeks per year and still earn an actual salary of  
£22,692 to £25,872 depending on experience and qualifications  
(based on Local Government Pay Scheme: Grade 10  
FTE salary of £29,636 - £33,799)**

**Permanent Contract - 32½ hours per week (Job Share Considered)  
8.45am – 3.45pm daily during term time  
To start as soon as possible**

To be a valued member of a dedicated team, leading the support of the medical needs of this population, to extend and develop your skills. Nursing, Paramedic, Health Visitor qualifications would be a significant advantage.

Training provided as necessary.

School consistently judged 'Outstanding' Ofsted Nov'17

Please contact the Headteacher/ Deputy Headteacher if you would like to discuss further on 01935 476227 and visit the school.

*Our school is committed to ensuring a 'Safe Recruitment Process'  
Including a Criminal background check*

Closing Date: 9am 8<sup>th</sup> July 2019

Interview date: 12<sup>th</sup> July 2019 (Whole day process)

**A Job Description and Person Specification can be found below.**

**Fiveways  
School**



**JOB DESCRIPTION**

<b>Job Number:</b>	<b>Somerset Pay Spine - Grade 10</b>	
<b>Department:</b>	<b>Fiveways School</b>	
<b>Job Title:</b>	<b>Clinical Lead Practitioner</b>	
<b>Reports To:</b>	Headteacher (Fiveways School)	
<b>Main Purpose of Job:</b> <i>Briefly – what is the job there for and why is it being done? Please attach an organisation chart to show clearly, the department structure and where the job fits with this.</i>		
<b>This Job Description is directed towards a Clinical Lead within Fiveways (S.L.D.) School.</b>		
<ul style="list-style-type: none"> <li>To support the health needs and physical wellbeing of pupils attending Fiveways School</li> </ul> <p>The School makes provision for children <b>with Severe Learning Difficulties</b> between the ages of 4 – 19 years, drawn from the South Somerset area.</p> <p>The post holder is expected to take overall responsibility for care, quality and clinical activity by providing specialist professional clinical leadership and guidance. The post holder is expected to develop the post, to ensure there is a clinically effective provision/service which meets the developing and changing health needs and physical wellbeing of pupils attending the school.</p>		
<b>Main Responsibilities and Duties:</b> <i>What needs to be done? – Describe the main responsibilities and duties required of the job. This should include responsibilities for the support or management of clients, employees, budgets, processes and equipment.</i>		<b>% of Time</b>
<ol style="list-style-type: none"> <li>To be responsible for the co-ordination of approaches to health issues throughout the school, promoting effective liaison between educationalists, physiotherapists, and other professionals and agencies, in a team approach to the benefit of all pupils. This means coordinating the Therapists, from ITS and Social Care, and the support they offer pupils and staff. <ol style="list-style-type: none"> <li>Supporting &amp; co-ordinating:- <ul style="list-style-type: none"> <li>Orthotics Clinic (2 or 3 per month)</li> <li>Wheelchair Clinics (1 or 2 per term)</li> </ul> and feeding back all outcomes to Physiotherapists &amp;/or Occupational Therapists, as appropriate, and to parents of the individual pupils involved. </li> <li>Ensuring the maintenance and safe and appropriate use of therapy equipment &amp; supporting therapists in co-ordinating assessment and reviews of this equipment with engineers &amp; reps from various companies.</li> <li>Working effectively with various Children’s Community Nursing Teams, co-ordinating &amp; supporting individual pupils’ acute, healthcare requirements (dressings, swabs, the administration of IV antibiotics, etc.)</li> <li>Co-ordinating and supporting the Dietician, Nutricia Nurse Team and parents to meet the nutritional needs of pupils who receive enteral feeds. <i>(Clinics are held in School every half term. – where appropriate liaising with Dysphagia SLT (ITS).)</i></li> <li>As the national immunisation programme develops, provide support to the School Nurse Health Team, in order to ensure that they are able to effectively immunise those individuals with appropriate parental consent.</li> <li>Supporting other medical professionals with less regular contact with pupils (e.g. Audiology, Ophthalmology and VI.)</li> </ol> </li> <li>To work with teaching staff to support the delivery and, when appropriate, review of the Personal, Social, Health and Economic (PSHE) curriculum, and with responsibility for developing, reviewing and updating the school’s Sex Relationship Education Policy (SRE)</li> <li>To act as the primary contact point for medical information for pupils throughout</li> </ol>		

the school.

4. To liaise with and maintain effective communication with the Consultant and Paediatrician Teams in the appropriate hospitals.
5. To lead the formulation of school 'Care Plans' for pupils with significant medical needs. To monitor these Care Plans and ensure regular review.
  - a. To supervise and train staff in the delivery of Care Plans, particularly in relation to performing medical/nursing clinical procedures including:
    - Administration of anti-convulsant medication during seizures by buccal or rectal routes, also including the training of bus escorts
    - Naso-gastric and gastrostomy tube feeding
    - Nasopharyngeal suction
    - Management of gastro-oesophageal reflux
  - b. To act at all times as an advocate for the Every Child Matters agenda and legislation (e.g. Children's Act 2004)
6. To undertake some of the more complex medical procedures in support of school staff, ensuring that there are arrangements for these same procedures also to be carried out in his/her absence by enabling staff to operate as independently as possible. In accordance with Governments Legislation "Supporting Pupils with Medical Conditions in Schools"
7. Assist with the induction and mentorship of new staff ensuring that they are aware of all necessary medical-related procedures, policies and information in order to carry out their role effectively.
8. To provide training for external professionals, e.g. school transport escorts.
9. To provide support for parents both in the form of advice about a medical issue about their child and more generally with health care advice (e.g. advice on infection control)
10. To be responsible for developing, reviewing and updating the schools "Supporting Pupils with Medical Needs" policy. Incorporating the safe administration of medication during the school day both on a regular basis and in an emergency situation.
11. To advise and train parents where necessary on medical issues, to attend pupil reviews, when relevant, and to co-ordinate the transfer of pupils to hospital in the event of an emergency.
12. To achieve and maintain "First Aid at Work" Qualification and assume the responsibilities that goes with this. (e.g. maintenance of first aid kits.)
13. To co-ordinate Staff Vaccination Clinics (e.g. Hepatitis B).
14. To develop, update and review appropriate Risk Assessments to EEC requirements.
15. To be responsible for inputting a range of relevant data and incident reporting forms.
16. To undertake training and maintain Manual Handling Trainer Qualification (written and practical assessments every 4 months). Deliver relevant staff training both on INSET days and on-going training updates. Develop and maintain Individual Pupil Manual Handling Risk Assessment.
17. To undertake training to act as a Designated Safeguarding Lead Team Member, joining the school team of four DSLs, with Head Teacher as Safeguarding Lead.

**Facts and Figures:** Give facts and figures that help to give a picture of the job. This should include any statistics relevant to the job, for example the number of clients supported, type and value of equipment, resources or premises for which the job has responsibility, size of budgets controlled or which the job has some impact on and, if appropriate, numbers of staff managed.

*Of 78 pupils on the schools role, 51% have an additional medical need (e.g. epilepsy, enteral tube feeding, urinary catheterisation, oxygen dependency).*

*Approximately 6 children per year require emergency transfer to hospital.*

*Average 6 contacts per day.(not including clinics)*

*Work with & support approximately 110 members of Staff across the School.*

*Co-ordinating & supporting 5 Healthcare Clinics every half term.*

*Currently 23 Pupils use supportive therapy equipment (e.g. seating systems, standers and supportive walking systems)*

## **SUPPORTING PROCESSES**

**Problem Solving and Creativity:** Give examples of the problem solving and creativity involved in the job. This should include resolving issues over interruptions to work deadlines, priorities and changing demands. How often do these issues occur?

On a daily basis, resolving medical issues as and when they arise. Advising/Updating the Head teacher of the ongoing changes.

Co-ordinating the resolution of nursing / clinical issues relevant to the care of pupils in conjunction with other members of the multi-professional team including Teachers, LSAs, Paediatricians, Physiotherapists, Occupational Therapists, Speech and Language Therapists, Social Workers and the School Nurse Health Team (Somerset Partnership).

Working with & advising the Head teacher on Public Health Issues arising within the School.

To resolve issues such as the availability of translators for non-English speaking families to facilitate communication on medical issues.

Working with and advising PFSA with parental issues regarding healthcare needs. (re: attendance and referring families for support)

**Decision Making:** Give examples of the types of decisions which the job has responsibilities for making, including where appropriate those relating to resources, budgets and employees. Show where there is authority of freedom to act and where there is an impact via recommendations or advice.

To advise the Head teacher on school policies when there is a need for medical input, (e.g. Relationship & Sex Education policy, Intermittent Urinary Catheterisation policy, Supporting Pupils with Medical Needs)

Within agreed school policies, guidelines and rules to decide on the on the implementation of strategies for the benefit of pupils in relation to their medical needs and care. Working with & guiding Class Staff through the pupil's individual health care plans, and then advising the Headteacher and Senior Management Team where additional support is needed.

Working with the school team and leading decisions, when necessary, in the emergency management of pupils medical conditions by alerting the appropriate medical practitioners &, when required, facilitating the pupils safe transfer to hospital.

To ensure the maintenance and safe and appropriate use of therapy equipment & supporting therapists by co-ordinating assessments and reviews of this equipment with engineers & reps from various companies.

Coordinate, as well as support, any Health Care interventions with ALL members (internal and external) of the MDT within the school environment.

Manual Handling Trainer. As part of a Team who are responsible for - Staff Training both on INSET Days and regular on-going training updates. Individual Pupil Manual Handling Risk Assessments (25 – 2017/18). In order to maintain this qualification the role is required to be evaluated & assessed every 4 months (written & practical assessments).

**Physical Effort and Working Conditions:** Give details and the frequency of any special effort needed, including the prolonged or frequent use of IT equipment and describe any particular working conditions, other than those encountered in a normal office environment, to which the job holder is subjected e.g. noise, outside working, unpleasant surroundings.

Working in a special school environment, the job holder may be involved in external school activities, such as horse riding, swimming and educational visits, where the attendance of the school nurse is requested by the Head Teacher or Deputy.

Much of the working day is spent actively involved and physically engaged, with periods of crouching / bending to engage pupils in activities.

Substantial physical effort is required on a regular basis, to providing assistance to pupils with significant physical disability, and in some cases to those who challenge behaviourally.

Risk assessments, detailing agreed manual handling good practice will be available for each pupil presenting a physical risk in these terms (the production of which is school priority).

Nursing / Clinical care of the pupils may result in exposure to blood or bodily fluids. The postholder is expected to wear personal protective equipment, as provided by the school.

**Contacts and Relationships:** Give details of the range and type of people within the Council or external organisations and including the recipients of services it is necessary to contact in order to carry out the responsibilities of the job. What is the range and purpose of the contact e.g. providing information or advice, directing, monitoring, influencing, motivating.

To be aware of and work constructively with areas of conflict expressed or implied by children, families and other professionals.

To communicate complex and sensitive information where there is a requirement for tact, persuasion and where there may be barriers to understanding.

The post holder will liaise with:

- Staff
- Health professionals (e.g. School nurse team, Paediatricians, General Practitioners, Orthoptists, Speech and Language Therapists)
- Parents / carers
- Other agencies (e.g. residential provision)

All information will be treated in confidence.

**Additional Information:** Anything else which is relevant to the job which is not adequately covered elsewhere.

While the level of pupil needs will vary from time to time, the job holder will be predominantly working with pupils who are especially difficult to engage in activities, may present more frequent behavioural problems, may have profound medical needs as well as learning difficulties and where the attention span presents greater challenges and a need for high levels of patience to attain pupils' Personal Learning Goals.

**Knowledge, Skills and Experience: (To be completed by the Line Manager)** The minimum general education standard, qualifications, training and level of experience required by the job holder **to be fully effective in the job**. Note that this information should relate to the requirements of the job and not what may be available from existing job holders.

#### **Essential**

1. Registered Nurse, HCPC Registered Paramedic or equivalent clinical level training.
2. Maintenance of professional qualification, through appropriate professional development as required.
3. At least 2 years post qualification experience as clinical practitioner

#### **Desirable**

1. Registered Nurse - Child (RNC) as per NMC Register or equivalent e.g. Registered Sick Children's Nurse (RSCN)
2. Experience of working with children and young people in educational settings, preferably with children and young people with Special Educational needs

3. Qualities required are discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, to be numerate and literate, a team worker and to have good oral, communication and IT skills.

**Agreed** that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder:      Date: .....

Line Manager: .....      Date: .....

Designated Senior Manager: .....      Date: .....

## PERSON SPECIFICATION – CLINICAL LEAD

Fiveways School aims to create a happy & secure learning environment rich in stimulation & challenge in which all members of the school community can grow in self-esteem & develop to their full potential.

*“This school continues to be outstanding. The leadership team, and the governing body, have maintained the outstanding quality of education in the school since the previous inspection. You rightly note, in the accurate school self-evaluation, that adults have high expectations; set challenging targets and provide excellent individualised support for each pupil. As a result, the outcomes for pupils remain outstanding. Pupils continue to reach their potential through learning and playing in a happy, secure and caring environment.” (OFSTED 2017)*

The quality of our enthusiastic and dedicated staff team lies at the heart of our very high standards. We are keen to recruit innovative and enthusiastic staff to complement our very committed teaching team. The Headteacher and Governing Body are dedicated to appointing the best possible candidate for the position of CLINICAL LEAD at Fiveways School.

The successful candidate will want to make a difference; be ready for a challenge, have determination and the ability to motivate and inspire those that they work with, and harness all opportunities to create a climate of success and achievement for all.

They will bring a wealth of innovative and outstanding ideas to engage all stakeholders. They will be approachable and consistent; they will give and earn respect from our students, staff, parents and carers.

Short-listing is carried out on the basis of how well you meet the requirements of the person specification.

EDUCATION AND PROFESSIONAL QUALIFICATIONS	Essential	Desirable	Evidenced in
			A=Application I= Interview R=References
Registered Nurse HCPC Registered Paramedic or equivalent clinical level training.	✓		A

Registered Nurse – Child (RNC) or equivalent e.g. Registered Sick Children's Nurse (RSCN)		✓	A
Evidence of continuous and recent professional development.	✓		A : I
<b>WORKING EXPERIENCE &amp; KNOWLEDGE</b>			
Experience of working with children in educational settings, preferably with children and young people with Special Educational Needs and complex health care needs.		✓	A : I
At least 2 years post qualification experience as clinical practitioner	✓		A : I
The ability to communicate complex condition-related information from assessment to teachers and other professionals	✓		A : I
Ability to understand the characteristics of successful behaviour support and management for pupils.		✓	A : I
Understanding of and commitment to promoting and safeguarding the welfare of children and young people.	✓		A : I
<b>SKILLS AND STRENGTHS</b>			
Compassionate – exceptional interpersonal skills with the ability to communicate effectively with children and young people, parents and carers, staff and other professionals about complex and sensitive issues remaining sensitive and empathetic.	✓		A : I : R
Excellent presentational skills to promote multi-professional and interagency liaison and collaborative practice to a broad range of audiences.	✓		A : I : R
Ability to communicate effectively, both verbally and in writing, to a variety of audiences.	✓		A : I : R
Effective ICT skills – the use of IT and new technologies		✓	A : I
To work constructively and supportively as a member of a multi-professional team	✓		
Be creative with an ability to inspire, motivate and innovate	✓		A : I : R
Ability to recognise and manage challenging situations in a calm and professional manner.	✓		A : I : R
<b>PERSONAL ATTRIBUTES</b>			
A lively, creative and good-humoured approach to all aspects of support within the teaching and learning environment	✓		A : I
Ability to work creatively and collaboratively	✓		A : I
Demonstrably professional, discrete, honest and loyal	✓		A : I : R
Ability to make and justify difficult decisions	✓		A : I
Committed to equality	✓		A : I
Ability to maintain and encourage a good work-life balance	✓		A
Able to build and maintain successful and purposeful relationships	✓		A : I
Ability to organise work, prioritise tasks and manage time effectively	✓		A : I
A commitment to professional development of personal learning needs	✓		A : I
Adaptability - responding to challenges, changing needs and new developments	✓		A : I : R
Ability to remain positive and enthusiastic when working under pressure	✓		A : I
An appetite and stamina for challenging work. (resilience)	✓		A : I : R