

JOB DESCRIPTION & PERSON SPECIFICATION

Post	Clinical and Care Lead
Grade	Band 7/8 (AfC)
Hours	35 per week to be worked between Monday to Friday 08:30am until 4:00pm, term time only. (Unless late finish due to staff meeting). Plus up to 2 weeks in Summer Club
Location	Rutherford School, 1a Melville Avenue, South Croydon CR2 7HZ
Professional Accountability	Head Teacher of Rutherford School
Accountable to	Head Teacher of Rutherford School

Job Purpose:

To The post holder will be responsible for the strategic development of the School Clinical Services in line with recommended best practice guidelines from the Royal College of Nursing, Rutherford School Development Plan, the Rutherford School Governing Body and Care Quality Commission. This post will be line managed by the Head of School and external clinical supervision will be available for this role.

Specific Responsibilities:

Key Tasks:

Staff

- To line manage a team of school based healthcare professionals including registered nurses, healthcare assistants and clinical staff as required.
- To carry out appraisals for the clinical team in a timescale agreed with Head of School.
- To ensure all nursing staff receive Clinical Supervision
- To be first point of contact for nursing team with regards to Return to work forms and Time off requests
- To oversee strategic leadership of nursing team and ensure adequate levels of staffing, implement and maintain rotas and quality of provision, including the allocation of duties appropriately.
- To oversee in-house training for nursing team and other staff as required in CPR and medication administration and other relevant training.

- To ensure all registered nurses are compliant with NMC revalidation
- To oversee the school Saturday Club medical provision ensuring that care plans are written and updated and ensure there is a nurse available whenever required to work during Saturday club.

Pupils

- To lead on writing and updating care plans and review reports for each pupil for each pupil.
- To liaise with parents and other healthcare professionals as required, championing partnership working both within the school and with external professionals.
- To attend Child in Need, Continuing Care and other Multi-Disciplinary meetings as required, offsite at times.
- Responsibility for ensuring pupil medical equipment is maintained and serviced as required
- To contribute to risk assessments
- To organise dietician, medical, dental and immunisation clinics
- To oversee and deliver where necessary hands on nursing care, such as gastrostomy feeds (including blended feeds) chest management, epilepsy management, catheterisation.
- Administering/overseeing medication administration, checking charts and carrying out regular checks to ensure medications being given correctly
- To write up all care delivered in pupils' nursing notes.
- To oversee care planning for Saturday club pupils

Department

- Administrative and organisational tasks to ensure the smooth running of the department.
- To be able to effectively manage the nursing department budget if required.

School

- To be a part of the Senior Leadership Team and contribute to the strategic development of the school.
- Continuous review of clinical services.
- To oversee compliance with and write and update clinical policies and procedures.
- To provide timely and high quality updates and reports to the head of school.
- To be able to adapt to the needs of a changing school and design, implement, and monitor effective improvement plans based on the needs of pupils and the wider school as directed by the head of school.
- To arrange and attend in-house Multi-Disciplinary Team meetings

- To work with Class teachers to ensure that pupils are fully able to access the curriculum.
- To oversee training of class staff in nursing procedures
- To oversee BTEC students and work experience students on placement in the nursing department
- To support student nurses on placement in the department as either a Practice Supervisor or a Practice Assessor.
- To develop and maintain strategic partnerships and links with healthcare professionals in the wider community.
- To uphold the strong reputation of Rutherford in offering the best possible offer to all students.
- To be a positive role model in professional communication with staff, pupils, parents and wider professionals.
- To work flexibly to ensure compliance with any Public Health initiatives as needed within the school.
- To ensure school compliance with the Care Quality Commission Standards.

Personal qualities

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Member of NMC (revalidation) • Dynamic • Innovative • Resilient • Team Player • Problem Solver • Time Management • Leadership • IT Literate • Skilled Communicator 	<ul style="list-style-type: none"> • Empathetic • High IT Competency • Social Media knowledge