



JOB DESCRIPTION: HEALTH ASSISTANT

TENURE: Permanent Part-Time

RESPONSIBLE TO: School Health Nurse
Director of Boarding
Principal

FUNCTIONAL RELATIONSHIPS WITH: Students
Parents
School Health Nurse
Boarding Staff
Nga Tawa School Staff

PURPOSE OF ROLE:

The Health Assistant position is to support the School Health Nurse in the execution of their responsibilities in the pursuit of providing appropriate health care for the students of Nga Tawa Diocesan School. The Health Assistant is responsible for the effective management of their allocated responsibilities, as directed by the School Health Nurse, which includes positive student interactions, appropriate health care, effective communication with boarding staff and medical and nursing staff in relation to student wellbeing and appropriate communication with families.

PERSON SPECIFICATION

The Health Assistant will have a number of skills and confidence in the support and nurturing of adolescent young women as well as being an effective communicator with students, staff and parents.

EDUCATION QUALIFICATION

Experience in health care
Experience working with young people and their families.
Evidence of ongoing and appropriate Professional Development.

KNOWLEDGE AND EXPERIENCE

An Appreciation of the needs of young women.
Evidence of an ability to relate to young people and their families.
Confidence and experience in practising First Aid.
An understanding of 21st century education and the associated focus and demands on students.
An understanding of girls' education and the relative advantages for young women educated in a girl's school.

Demonstrated empathy with Māori students and a commitment to the principles of the Treaty of Waitangi.

An ability to work with International Students.

Competence and confidence in using Information Technology

Effective written and oral communication skills appropriate for a range of audiences (students, colleagues, parents).

Time management and administrative skills.

Demonstrated ability to identify students requiring pastoral support and collaborate with staff to provide the expertise and supportive environment

The ability to work independently as well as in a collaborative team.

PERSONAL PROFESSIONAL QUALITIES

Demonstrate practical commitment and support of our Anglican special character and model our values of courage, respect and integrity.

Loyalty and the ability to provide collegial support with the School Nurse and boarding staff.

Ability to work as part of the team to ensure appropriate health care to students

An open, warm, caring and empathetic manner when managing a diverse range of students.

Demonstrate a commitment to on-going professional learning.

Demonstrate a commitment to Nga Tawa and the wellbeing of the students.

Ability to perform well in, what is sometimes, a demanding environment.

Ability to model appropriate professionalism to the Nga Tawa community.

Ability to relate to and liaise with boarding and school staff.

KEY ACCOUNTABILITY

1. Health and Safety
2. Special Character
3. Corporate Responsibility
4. Personal/Professional Development
5. Hours of Work

1. HEALTH AND SAFETY

Key Tasks

The health of students is managed effectively, referrals to the nurse, counsellor and other pastoral staff are made in a timely and caring manner.

Performance Indicators

Health and Safety procedures are followed

The School Nurse's treatment and recommendations are followed and reported on to her and/or parents or boarding staff

Students report being cared for and the School Nurse has confidence in the Health Assistant to follow instructions and procedures

Be aware of legislation in regards to Vulnerable Childrens' Act 2014, Hostel Regulations 2005 and Health and Safety 2015 and practise accordingly.	<i>Students report feeling safe and cared for and those at risk are identified and referred while also being supported by the school</i>
Hazards, Near Misses and Injuries in the area of responsibility are recorded, reported and eliminated as much as is possible.	<i>Hazards and those areas contributing to near misses are eliminated and injuries are reported and treated appropriately</i>
Boarding procedures and emergency evacuation procedures are known and practises are led efficiently.	<i>Students respond appropriately</i>
Implementation of the Code of Practise for the Pastoral Care of International Students in Boarding.	<i>International students feel valued and supported.</i>
In consideration of confidentiality the Pastoral Care Team is kept informed of student behaviour, health and wellbeing	<i>Students feel supported and staff feel informed about students in their care</i>
Promote Nga Tawa Diocesan School values to maintain a philosophy of caring and nurturing regarding the wellbeing of students.	<i>Students feel safe, valued and desire to be part of the Nga Tawa community</i>
First Aid is administered appropriately and confidently when required. Skills are up to date.	<i>First Aid Certificate and staff are confident in their practise</i>
Effective communication is achieved with others working with students so that there is continuity and stability for students	<i>Students feel safe and secure and staff are informed</i>
Meet regularly with the School Nurse for Line Management, supervision and support.	<i>Constructively contribute to meetings</i>

2. SPECIAL CHARACTER

Key Tasks	Performance Indicators
Model the school values of respect, integrity and courage.	<i>Behaviour and attitude are consistent with school values</i>
Support and encourage students to explore the Anglican faith.	<i>Students engage in faith opportunities</i>
Demonstrate integrity regarding the Anglican ethos of the school.	<i>Actively support the Anglican tradition</i>
Develop meaningful professional relationships with the students in your care in boarding and their families	<i>Students are open to consult with you and parents feel able to contact you with their concerns</i>

3 CORPORATE RESPONSIBILITY

Key Tasks	Performance Indicators
Annually complete an Appraisal with the School Nurse	<i>Completed appraisal cycle</i>
Participate, support and contribute to professional development in meetings with boarding staff	<i>Contribution to Nga Tawa community</i>
Communicate with parents as instructed by the School Nurse	<i>Up-dates are received by parents and they feel connected to Nga Tawa</i>
Support the school policies in a positive manner	<i>Feedback from School Nurse</i>
Undertake specific duties which are part of the overall running of the school.	<i>School Nurse has confidence in Health Assistant's skills</i>
Provide a professional image and example to School personnel and members of the school community.	<i>Feedback from staff and families</i>
Use available opportunities to present Nga Tawa to members of the community in the best possible light.	<i>Feedback from the community</i>
Perform such other duties and assume other responsibilities as the School Nurse may assign.	<i>Feedback from School Nurse</i>

4. PROFESSIONAL/PERSONAL DEVELOPMENT

Key Tasks	Performance Indicators
Attend professional development programmes that are relevant to student wellbeing	<i>Attendance and reporting about learnings from programmes</i>

5. HOURS OF WORK

Normal hours of work	Monday - Wednesday 8am – 3.30pm (with unpaid half hour break) Term time only
Beginning of each Term	Work one day prior to start of school year with School Nurse or other staff
Professional Development	Staff are expected to attend appropriate PD and share learnings
Extra days	10 days sick leave after 6 months
Hours of work	Are submitted to the Director of Boarding who maintains a record of hours worked and leave owed and taken

Signed:
Employee

Date:

Signed:

Date:

Principal or substitute

SUMMARY OF RESPONSIBILITIES OF HEALTH ASSISTANT:

Be familiar with the following and maintain systems to ensure student wellbeing.

- Emergencies in boarding
- Security and supervision
- Health and Safety
- Pastoral Care
- Restorative Practise
- Communication with parents
- Collaborate with colleagues in a positive and effective manner
- Code of Conduct for staff at Nga Tawa Diocesan School
- Procedures relating to student health and the effective operation of the school

Key administrative tasks include:

- Managing student medications during school time
- Assessing students for medical or pastoral referral
- Confident use of Restorative Practise resources
- When on duty, be available to students in your care at all times and aware of their whereabouts and needs
- Maintain accurate student records including medications, illness, and others that may be requested by the School Nurse
- Maintain confidentiality over sensitive matters and report any concerns to the School Nurse
- Maintain a current First Aid Certificate
- Transport students to local GP or other appointments as directed by the School Nurse
- Distribute Junior laundry as time permits
- Attend clinic during student lunch hour to meet student need
- Inform front office and Student Admin about whereabouts of students
- Record medications and treatments given and communicate with appropriate Boarding staff
- Respond to First Aid needs during school hours