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| Group Member: | | Leeds City College | |
| Job Title: | | Nurse | |
| Reports to: | | Principal | |
| Job Grade | LEG F | Campus | The Vine |

ROLE SUMMARY:

Based at the Vine this role is responsible for the effective operation of Medical and Personal Care ensuring that students, staff and visitors to the campus are provided with professional and compassionate medical care and first aid. The Nurse will work collaboratively with multi-disciplinary teams both at the Vine and across the group.

CORE RESPONSIBILITIES:

1. Ensure high quality patient centred care to students based at the Vine with profound and multiple learning disabilities.
2. Day to day responsibilities of running the medical and care centre and associated services provided for all students, staff and visitors.
3. Plan, organise and monitor the provision of health care across the campus, including writing relevant policies, and feed into cross college policies with specialist advice.
4. Ensure all medical/care records are kept up to date and in line with policies and relevant practices.
5. Liaise with the senior leadership team and take a pro-active role in the campus response to public health matters. This includes providing advice, drafting communications and updating relevant medical policies and protocols as required in line with government guidelines and related campus policy documentation.
6. Be first aid trained (or willing to be trained on appointment) and ensure you and the team of first aiders provide adequate levels of care to all staff and students. Ensure the maintenance of all first aid kits on site and in campus vehicles, checking these on a regular (termly) basis.
7. Ensure own nursing practices comply with the professional code of conduct.
8. Ensure personal revalidation every 3 years and remain on the Nursing and Midwifery Council (NMC) register with a valid PIN Number.
9. Participate and lead relevant CPD to ensure that treatment, advice and information is current, evidence based and in line with current legislation.

10. Maintain professional competence by attending courses and keeping knowledge up to date on areas such as chronic diseases and childhood ailments and keep up to date with health promotion initiatives.
11. Shared responsibility for all 'team teach', 'crisis response' and 'personal care' requests.
12. Maintain sufficient levels of medical / care supplies and manage the security and control of drugs and medication, maintaining a clear audit trail.
13. Maintain effective internal and external communication with staff, students, parents, local authorities.
14. Liaise with and communicate effectively with SLT to ensure you and your team are fully trained and compliant with relevant qualification, training and CPD requirements.
15. Work collaboratively with the onsite catering and therapies teams as appropriate and support the cleaner (bodily fluids) to deal with their role in accordance with the relevant policies and procedures.
16. Complete all necessary paperwork following accidents, incidents or administration of medication/care.
17. Provide curriculum staff with pupil based medical information prior to school trips and outings.
18. Ensure that the campus medical protocol is adhered to at all times.
19. Attend meetings as required by the SLT to support on subjects such as puberty, sexual Health, breast examination and leading a healthy lifestyle.
20. Implement the provisions of the group's safeguarding policy.
21. Attend college open days, outings and events as required.
22. Undertake any other professional duties which fall within his/her capabilities, and which may be reasonably requested or required by SLT.
23. Ensure confidentiality and integrity at all times, on all student matters.
24. Any other duties that are specific to the department.
25. Assistance in the preparation, support and participation of examinations and invigilation across the group.
26. Ability to participate in evening/weekend work if required.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminare Education Group and member organisations.

- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Passion

Encouraging all to have aspiration and passion in everything they do.

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Creative

Always hungry to learn and looking ahead so we can be responsive

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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

| Qualifications and Attainments | | |
|--|---|---------------------------------|
| Essential (E) Desirable (D) | Criteria | Method of assessment |
| E | Q1. Registered Nurse | A / C |
| E | Q3. Evidence of commitment to continuous professional development | A / C |
| D | Q4. First Aid work certificate or paediatric First Aid | C / I |

| Experience and Knowledge | | |
|--|--|---------------------------------|
| Essential (E) Desirable (D) | Criteria | Method of assessment |
| E | EK1. Previous experience of nursing at Band 5 or 6 (or equivalent) level | A / I |
| E | EK2. Previous experience of working with either children or young adults with Profound Medical and Learning Disabilities | A / I |
| E | EK3. Knowledge of safeguarding issues | I |
| E | EK4. Knowledge and awareness of young people's health issues | A / I |

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| D | EK5. A comprehensive knowledge of caring for a student throughout their educational journey | A / I |
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| Skills and Competencies | | |
|--------------------------------|---|----------------------|
| Essential (E) Desirable (D) | Criteria | Method of assessment |
| E | SC1. Professional and Technical Knowledge Has full command and use of relevant professional / technical knowledge and job-related knowledge and skills. | A / I |
| E | SC2. Organisational and Education sector knowledge. Effective knowledge of the college and an appreciation of the wider educational issues. | A / I |
| E | SC3. Interpersonal and Communication skills Relates effectively to others, both one to one and in teams, effective in giving and receiving messages both face to face and in writing. | A / I |
| E | SC4. Influencing skills Takes effective action to affect the behaviour and decisions of other people. | A / I |
| E | SC5. Critical thinking Ability to make sense of complex issues, identify and solve problems and to think on one's feet. | A / I |
| E | SC6. Self-management and learning Ability to maintain appropriately directed energy and stamina, to exercise self-control and to learn new behaviours. | A / I |
| E | SC7. Achievement and Action Focuses on making progress, achieving results. Keen to get going and keep going. | A / I |
| E | SC8. Initiative and innovation Creates and appreciates new ideas and perspectives, sees possibilities and challenges | A / I |
| E | SC9. Strategic perspective Ability to think broadly, analyse the big picture and value diverse perspectives. | A / I |

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| E | SC10. Capacity for change Ability to cope with continuous and complex changes, to be flexible and to handle high levels of uncertainty. | A / I |
| E | SC11. Emotional Intelligence Understanding and empathy of the emotional needs of young people | A / I |
| E | SC12. Enduring Resilience Continually exuding optimism and a 'can do' attitude. | A / I |

| Behavioural, Values and Ethos | | |
|--|--|-----------------------------|
| Essential (E) Desirable (D) | Criteria | Method of assessment |
| E | B1. Support and promotion of equality, diversity and inclusion | A / I |
| E | B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in | I |
| E | B3. Commitment to the PREVENT agenda | I |
| E | B4. Commitment to professional standards | I |
| E | B5. Commitment to restorative practice approaches | I |