



Job Description

Job Title:	Pupil Chaperone
Department:	Health Centre
Responsible to:	Health Centre Manager
Last reviewed:	September 2022

Job Outline and Purpose

The Pupil Chaperone will be responsible for accompanying pupils to hospital, optician and orthodontist appointments. They should feel comfortable in a hospital environment and with pupils who are unwell, in pain or upset, and also understand the importance of and the need to respect the pupil confidentiality.

Many of the appointments are booked in advance, however the post holder should be prepared to be available at short notice to accompany pupils to the casualty department.

There is no requirement to have / use your own vehicle for this role as transport will be provided via a taxi service

The nature of a 24hr a day, 7 days per week boarding school require staff to work flexibly and as the School is used by pupils at weekends, which is also the time most parents visit the School, there may be a requirement for the post holder to work early mornings, evenings and weekends.

Duties

1. To assist the Health Centre team by acting as a chaperone for pupils when required, accompanying them to appointments
2. Where appropriate or required, communicate effectively on behalf of the pupil during appointments
3. Following appointments, pass accurate and complete information on to Health Centre staff and House Master/Mistress
4. To communicate effectively with, parents, guardians and House staff regarding the pupil's health and wellbeing
5. To ensure the safety and welfare of pupils in their care

6. To keep the Health Centre Manager up to date on all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame
7. To work as an effective member of a multi-disciplinary team, to share knowledge and experience in order to promote best practice and to encourage good communication and working relationships
8. To maintain and develop an important role in pastoral care of pupils, with the support of the Health Centre Manager, Nurses, Chaplain, School Counsellor and Teaching Staff
9. To undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first class service required for this role
10. Any other reasonable duties as required to ensure the smooth running of the Health Centre

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

Other Requirements

Safeguarding and Child Protection

1. All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

2. In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.
3. Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

4. Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

5. Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

6. All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

**Pupil Chaperone
Person Specification**

	Essential	Desirable
Qualifications		
<ul style="list-style-type: none"> ● Good general level of education (to GCSE level or equivalent) 	✓	
Knowledge, Skills and Experience		
<ul style="list-style-type: none"> ● Prior experience in a similar role 		✓
<ul style="list-style-type: none"> ● Ability to build, develop and maintain professional relationships 	✓	
<ul style="list-style-type: none"> ● Excellent communication skills 	✓	
<ul style="list-style-type: none"> ● Ability to understand and operate in a school environment 		
<ul style="list-style-type: none"> ● Ability to work in a way that promotes the safety and wellbeing of pupils 	✓	
Personal Attributes		
<ul style="list-style-type: none"> ● Calm and patient 	✓	
<ul style="list-style-type: none"> ● Confident and able to demonstrate a high level of integrity 	✓	
<ul style="list-style-type: none"> ● Ability to work unsupervised and use own initiative 	✓	
<ul style="list-style-type: none"> ● Ability to maintain confidentiality with tact, diplomacy and discretion 	✓	