



Job Description

Job Title:	Pupil Chaperone
Department:	Health and Wellbeing Centre
Responsible to:	Clinical Lead Nurse
Last reviewed:	July 2024

Job Outline

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

Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

Key Responsibilities:

- To assist the Health and Wellbeing Centre by acting as a chaperone for pupils when required, accompanying them to appointments.
- Where appropriate or required, communicate effectively on behalf of the pupil during appointments.
- Following appointments, pass accurate and complete information on to Health and Wellbeing Centre staff and House Master/Mistress or Matron.
- To communicate effectively with, parents, guardians and House staff regarding the pupil's health and wellbeing.
- To ensure the safety and welfare of pupils in their care.
- To keep the Clinical Lead Nurse up to date on all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame.
- 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.
- To work with and support the House Matrons when assisting with chaperoning pupils.
- To develop a good working relationship with the team of House Matrons.

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- To maintain and develop an important role in pastoral care of pupils, with the support of the Clinical Lead Nurse, Nurses, Chaplain, School Counsellor and Teaching Staff.
- Occasionally provide support to a variety of teams across the School in the role of Pupil Chaperone, for example accompany pupils on Haileybury transport at the end of term.
- To undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first class service required for this role.
- Any other reasonable duties as required to ensure the smooth running of the School.

Other Requirements

Safeguarding and Child Protection

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

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.

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

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

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

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		
Good general level of education (to GCSE level or equivalent)	✓	
Knowledge, Skills and Experience		
Prior experience in a similar role		✓
Ability to build, develop and maintain professional relationships	✓	
Excellent communication skills	✓	
Ability to understand and operate in a school environment	✓	
Ability to work in a way that promotes the safety and wellbeing of pupils	✓	
Personal Attributes		
Calm and patient	✓	
Confident and able to demonstrate a high level of integrity	✓	
Ability to work unsupervised and use own initiative	✓	
Ability to maintain confidentiality with tact, diplomacy and discretion	✓	