



Medical Pupil Escort Information Pack





The School

Monkton places thinking differently at the heart of its strategic vision. We are already one of the country's best known smaller boarding schools and pride ourselves on our size meaning you can really get to know all of the pupils and serve as a full part of our community. We are a Christian school with worldwide connections and interests, and have a strong reputation for pioneering and proactive pastoral care.

A single board of Governors oversees the entire School (Pre-Prep, Prep and Senior) and Monkton is a registered charity and is incorporated as a company limited by guarantee. The Principal acts as both the Head of the Senior School and as the CEO of the group of schools.

The Senior School enjoys a very attractive rural location in the Monkton Combe valley some two and a half miles south of the historic city of Bath. Nearby are Monkton Prep and Pre-Prep each with separate Heads but part of the same foundation.



The Senior School and Prep School have a strong boarding tradition; however, day pupils comprise one third of the intake of the Senior School and are in the majority in the Prep School. Since 1992 when it merged with Clarendon School for Girls the school has been co-educational with three boys' boarding houses and three girls' boarding houses, all in the school's immediate environs..



The School buildings are in many cases converted houses, formerly privately owned, in the village. There are also many purpose-built teaching areas and extensive playing fields; the School has two boathouses on the River Avon. Some staff live in the valley in school accommodation. There has been a major programme of rebuilding and improvement in recent years: a £4.5 million extension and rebuilding of Maths and Science Departments was completed during 2008, a completely remodelled £3.5m Music Department opened in February 2012, and a significant enlargement and refurbishment of the Art and

DT Departments in 2015. Current projects are focusing on the refurbishment of boarding accommodation, and a ten-year strategic estate review was recently commissioned.



The Role

We are seeking Medical Pupil Escorts to accompany pupils to scheduled non-emergency medical appointments acting in a non-medical capacity as a responsible adult.

You will be responsible for the care and welfare of the pupils travelling, ensuring that they reach their destination safely. To help you achieve this, you will be expected to attend all appropriate training as and when required.

This role requires a flexible time commitment and you will be paid at the Medical Escort rate of £10.90 per hour.

You will be responsible to the Medical Centre Manager and ultimately, Deputy Head (Pastoral).

Job Description

Relationships: The post holder is responsible to the Medical Centre Manager and ultimately the Vice Principal

Specific Duties:

- To escort pupils in a taxi to scheduled dental, doctor and specialist hospital appointments as well as any emergency trips to A&E.
- To take pupils (from age 13 upwards) into their appointments.
- Liaise with the Senior School Nurse regarding appointment delays.
- Be familiar with the School's safeguarding protocol.
- Responsibility for the health and safety of all participants

Note: The post holder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of responsibility entailed.

Coaching Ethos: Monkton staff are committed to continuing to hone and improve our practice in different areas. We intentionally reflect on our professional development throughout the year. As part of this, and to support it, we train staff in coaching skills, and staff coach each other, as well as gaining valuable skills to use day to day. Over the next three years, our aim is to train all staff in coaching.



Person Specification

Note: some of the areas described in this person specification would be developed through the training on the job over the course of the first year.

		Essential	Desirable
Qualifications	Appropriate knowledge of basic First Aid		√

		Essential	Desirable
Experience	Previous experience of working with children.	√	
	Significant experience and expertise in supporting and being a team member in a childcare setting.		√

		Essential	Desirable
Knowledge and Understanding	Knowledge of relevant regulations and guidelines	√	
	Basic knowledge of needs of children	√	
	Mindful of the need to behave appropriately and professionally at all times	√	
	Able to communicate well and establish firm and consistent boundaries	√	
	Equal Opportunities, Health and Safety and Child Protection	√	



		Essential	Desirable
Personal Attributes	Honest and Trustworthy	√	
	Ability to relate well to children and adults	√	
	Have a caring and compassionate nature	√	
	Awareness of the responsibilities of working in an environment with young people	√	
	Understand and engage with the school's Vision, Mission and Values through their everyday activities	√	
	Full sympathy with the Christian ethos of the School and be able to consider the Christian perspective in counselling situations, while being sensitive to those with different or uncertain beliefs	√	

Safeguarding

Monkton Combe School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.

- [Child Protection \(Safeguarding\) and Staff Code of Conduct and Behaviour Policy, including EYFS](#)
- [Equal Opportunities Policy, including EYFS](#)