

JOB DESCRIPTION

Role:	Head of Welfare (HoW)
ILH Centre:	Woodbridge School
Report to:	Head of Studies (HoS) and Head of Activities (HoA)
Residential/Non-residential:	Residential

KEY ROLES

- Ensure the safeguarding and welfare of all ILH students is prioritised at all times
- Manage all accommodation matters for students, staff and Group Leaders
- With Head of Activities (HoA), share line-management of the house parents
- Plan and deliver English and British Culture tutorials to Group Leaders
- Work with the management team to successfully run the ILH Woodbridge centre

SPECIFIC RESPONSIBILITIES

- Act as Designated Child Protection Person / Safeguarding Lead, and provide any necessary additional training to staff
- Deal with any welfare, health or safety issues that may arise
- Provide counselling to students as required, e.g. homesickness
- Act as “Group Leader” for individual students who come without a responsible adult
- Line-manage the allocation of accommodation for all residents
- Liaise with Group Leaders about any accommodation issues that may arise
- Ensure that high standards are maintained at all times in the boarding houses and take disciplinary action where necessary
- Support and advise house parents in relation to their work as required
- Work with the HoA to supervise the house parents’ performance in relation to their work in the houses
- Work with the HoA to hold daily house parent meetings to ensure the smooth running of the accommodation
- Plan and deliver 15 x hours per week of English tutorials to foreign Group Leaders as required
- Participate in all social events as and when relevant
- Participate in excursions as a lead member of staff
- Deputise for the HoA in his/her absence
- Lock up the main building, as required
- Safely store passports, return tickets, and pocket money, and distribute pocket money on a daily basis
- Manage airport transfers
- Carry out all reasonable duties as requested by the HoS and HoA
- Support the ILH Summer School ethos

Pre-course

- As part of the management team, take part in preparation week at Colchester English Study Centre to ensure that all systems are in place and ready for the start of the course
- Take part in the induction at Woodbridge on the Saturday before the start of the course

- Assist with set up on the Saturday before the start of the course
- Successfully complete an online Safeguarding course and provide certificate
- Successfully complete a First Aid Course

GENERAL ACCOUNTABILITIES AND RESPONSIBILITIES

Ensure compliance with and actively promote the Health and Safety at Work legislation, CESC and ILH H&S policies and procedures, Equal Opportunities, Prevent and Child Protection & Safeguarding policies and ILH Code of Conduct.

Comply with the Data Protection Act 1998 (all employees of CESC and ilh will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required within the level of the post and the competence of the post holder.

DATES: 5 July – 2 August 2020 (4 weeks)

SALARY: £400 per week (+ 12.1% statutory holiday pay, paid in the final week)
£350 for preparation week (29 June – 3 July)

BENEFITS: All meals and accommodation provided

TIME OFF: One day per week

If you are unable to carry out your full duties within your contractual obligations, your salary will be adjusted accordingly.

It is the responsibility of all ILH employees to promote and safeguard the welfare of all children and young persons he/she is responsible for or comes into contact with. All employees will be asked to undertake a Disclosure and Barring Service check.

PERSON SPECIFICATION

Essential:

- Extremely high standards of English (= IELTS score of 9 in speaking, writing, reading, understanding or educated at primary and secondary school in English in an English-speaking country)
- Up-to-date knowledge of British life and culture
- Eligibility to work in the UK
- Over 18
- Experience working with Young Learners
- Experience of counselling
- Excellent written and oral communication skills
- Excellent organisational and leadership skills
- Ability to deal with difficult situations
- Ability to make sound decisions
- Knowledge of Child Protection procedures
- Understanding of safeguarding issues and Prevent Duty
- Good working knowledge of Microsoft programmes

Desirable:

- Experience of working at a residential summer school
- Active interest in sport, arts & crafts
- Valid, enhanced DBS certificate for the child workforce
- First aid training

PERSONAL QUALITIES

Essential:

- Professional attitude
- Sympathetic and caring disposition
- Willingness to be flexible
- Strong problem-solving skills
- Ability to relate to all staff at all levels
- Ability to build effective working relationships
- Ability to remain calm under pressure
- Ability to accept responsibility
- Team player
- Good listener
- Culturally sensitive
- Enthusiastic and energetic
- Tactful and diplomatic
- Self-confident
- Patient
- Initiative and innovative