

JOB DESCRIPTION

Role:	Local Liaison Officer
ILH Centre:	East of England Co-op Education Centre and Ipswich School
Report to:	Accommodation Officer
Residential/Non-residential:	Non-residential

KEY ROLES

- Provide general welfare support, including out-of-hours emergencies
- Attend all transfers to and from Ivry Street, Ipswich School

SPECIFIC RESPONSIBILITIES

Welfare Support

- Ensure the safeguarding and welfare of all ILH students is prioritised at all times
- Be available to Homestay providers and ILH staff as reasonably may be required on Sundays and out-of-hours
- Assist with and monitor all general welfare problems in the evenings and at weekends, and arrange for medical support if necessary
- Be in attendance at Ivry Street, Ipswich School after barbecues/discos and Saturday excursions to ensure that students are collected by their Homestay providers and if not, contact Homestay providers to arrange collection

Transfers

- Take all necessary steps to minimise any risk to students and report any concerns/feedback
- Be available to meet and greet all ILH students during arrivals
- Be in attendance at departures

Additional Duties

- Carry out all reasonable duties as recommended by the HoS and HoA
- Support the ILH Summer School ethos

Pre-course

- Attend the Homestay providers pre-course briefing at **Ipswich School**, as scheduled
- Under the direction of the Accommodation Officer, purchase and distribute bus passes to students and Group Leaders, as appropriate
- Successfully complete an on-line **Safeguarding** course and provide certificate

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: 28 June - 2 August 2020 (5 weeks)

SALARY: £50 per week retainer for up to 5 hours per week and Sundays. For work done over the 5 hours, you will be paid at the rate of £10.50 per hour. (+ 12.1% statutory holiday pay, paid in the final week.)

TIME OFF: One day per week (Sunday)

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)
- Eligibility to work in the UK
- Over 18
- Up-to-date knowledge of local area
- Driving license and access to a car
- Interest in working with Young Learners
- Excellent organizational skills
- Understanding of safeguarding issues and Prevent Duty
- Willingness to work evenings and weekends as required

Desirable:

- Experience of working with Young Learners
- Experience of working at a summer school
- Experience of hosting overseas students
- Valid, enhanced DBS certificate for the child workforce

PERSONAL QUALITIES

Essential:

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