



WINDERMERE

INTERNATIONAL SUMMER SCHOOL

Welfare Officer Job Description

Job title: Houseparent with Activities

Reports to: Centre Manager

Purpose: To ensure the wellbeing of all students attending the Summer Schools. You will be responsible for the smooth operation of the boarding House and contribute to the activity and social programme to ensure students' enjoyment and wellbeing, in a safe environment.

Remuneration: £325/week. Accommodation, meals and staff polo-shirts will be provided.

Please Note: **This is a residential role. You must be available to attend Summer School Training from Saturday 29 June to Sunday 30 June 2019. Summer Schools opens on Monday 1 July and closes 25 August inclusive.** You will be on-duty six days per week, including 'on call' duties during the night. You will be required to live on site for the duration of the summer.

Main Duties include:

- Responsible for set up of the Boarding House
- Responsible for establishing a positive, safe and fun environment
- Communications rules, expectations and boundaries to students .
- Working with the Centre Manager to ensure all aspects of Health and Safety are adhered to with documented evidence as required.
- To accurately dispense all medications according to dosages, and keep complete and accurate records of any medications dispensed during the summer school.
- To make entries in the Accident Record Book, and ensure all actions are followed up.
- To attend team meetings, providing updates on any student welfare, health, or injury concerns.
- To make accompanied visits to Doctors, Dentist, etc, and provide supervision for any student deemed to unwell to participate in the summer school programme.
- To be the confidential (where appropriate), first point of contact for any student issues in the House.
- To report safeguarding concerns immediately to the School's Summer Safeguarding Officer.
- To oversee domestic arrangements; supporting activity staff with boarding house kitchen and room inspections, and laundry.
- To ensure boarding house bedroom lists are available in each boarding house.
- To be an active member of the Activity Team; chaperoning and leading activities and trips.
- Maintaining daily contact with the Centre Manager, providing updates on student welfare and incidents, in addition to attendance of regular 121s.

Person Specification:

Applicants must be at least 18 years old with the necessary maturity to undertake responsibility for groups of students aged between 11 and 17 years old.

Education and Training	Qualified to degree level or equivalent experience.	Essential
	First –aid qualification.	Essential
	Newly or Fully qualified teacher status OR English Language teaching qualification (CELTA/ TEFL).	Desirable
Relevant experience and knowledge	Minimum of two years' experience working with young people.	Essential
	Experience of working within a residential setting.	Essential
	Experience of working in a role with responsibility for welfare.	Essential
	Experience of working with international students.	Desirable
Competencies	Excellent IT skills, including ability to manage and manipulate large amounts of data using Microsoft word and excel.	Essential
	Ability to work in a fast paced, and high pressured environment.	Essential
	Excellent organisational and administration skills.	Essential
	Ability to react quickly and flexibly to changing situations.	Essential
	Excellent time keeping skills.	Essential
	Ability to model, promote and embed high standard of safe working practice and challenge where necessary.	Essential
Personal qualities and social skills	Ability to work as part of a team, to ensure team achievements are met.	Essential
	Enthusiastic, energetic and outgoing personality with a positive outlook.	Essential
	Ability to develop and maintain effective working relationships with colleagues, parents and outside agencies.	Essential
	Ability to maintain confidentiality where appropriate.	Essential
General	Possession of a clean, current driving license. with at least four years experience.	Essential
	Experience of driving minibuses, or at least four years experience of driving.	Desirable
	Possession of a D1 Minibus Driving Licence	Desirable