

# Safeguarding and Welfare Coordinator

Job Description 2024



To apply, please complete the application form [here!](#)

The Safeguarding and Welfare Coordinator (SWC) will assist the Centre Management in implementing UKLC Safeguarding policies and ensuring that the centre is fully compliant. They will give the necessary support in order to ensure that matters of safeguarding and the promotion of student welfare are paramount and that all team members, group leaders and students understand and adhere to the UKLC Safeguarding Policy and Child Protection Policy as referred to in the Operations and Safeguarding Handbook (OSH).

They are also responsible for quality assurance in terms of obtaining, measuring and collating feedback from students and leaders and passing it on to Centre Management and Head Office.

Person Specification		
Reporting to: Centre Management Team		
	Essential	Desirable
<b>Experience</b>	✓ Experience working with young people.	✓ Experience of working in a residential setting. ✓ Experience of counselling or mentoring young people.
<b>Qualifications</b>	✓ Level One 'Basic Awareness Safeguarding' trained.	✓ Level two 'Advanced Safeguarding for Designated Staff' trained. ✓ A first aid qualification. ✓ Sports coaching qualification. ✓ EFL teaching certificate and/or experience.
<b>Skills and Knowledge</b>	✓ Strong communication and interpersonal skills.	
<b>Personal Qualities</b>	✓ Energy and Enthusiasm. ✓ Ability to work as part of a team.	
<b>Legal requirements</b>	✓ Full right to work in the UK.	
<b>Safer Recruitment Checks</b>	✓ Minimum of 2 reference checks. ✓ Enhanced DBS Check. ✓ Overseas Police Check (if applicable).	

Salary and Benefits
✓ Full-board accommodation is provided at no additional cost to you. ✓ Holiday pay will be added to your final pay packet. ✓ All salaries are paid monthly in arrears. ✓ Weekly salary of £520.

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## Responsibilities

### Pre- Course:

- ✓ Responsible for reading and adhering to the Operating and Safeguarding Handbook and maintaining good standards of Health and Safety at all times.
- ✓ Attend the company induction and assist with the centre set up as required.
- ✓ Attend the pre-summer online training.
- ✓ Attend the pre-summer Management Training
- ✓ Complete the Safeguarding and Prevent online training courses.

### During the Course:

- ✓ Liaise with Head Office to ensure that every member of the team has had their ID checked at induction and original copies of their certificates seen.
- ✓ Meet and greet students at the airport and accompany them to the centre as required.
- ✓ Help the Centre Management ensure that groups are met with a warm and efficient welcome.
- ✓ Help with the allocation of accommodation and any issues that may arise.
- ✓ Ensure that all students have a full orientation, attend the welcome talk and are issued with their ID wristbands and lanyards.
- ✓ Ensure that all adults (the team and group leaders) are issued with and wear their ID badges and wristbands at all times.
- ✓ Oversee the completion and collection of student enrolment forms, check with group leaders that they are correct and signed then ensure that they are stored correctly and easily accessible.
- ✓ Ensure that fire drills are conducted and that students are aware of fire procedures. Ensure that all fire lists are completed and kept up to date.
- ✓ Assist with (or where necessary lead) the group leader Safeguarding training.
- ✓ Conduct checks on excursions pre-departure.
- ✓ Ensure the welfare and protection of the students in accordance with our Safeguarding Policy.
- ✓ Ensure that each student's cultural, religious and dietary needs are met and respected by liaising with the Centre Manager, catering and other college staff.
- ✓ Work with all the team and group leaders to maintain team and student discipline.
- ✓ Ensure that all risk assessments have been signed off by the team and Group leaders and submit records to Head Office.
- ✓ Be the first point of contact for students who have welfare or safeguarding issues and organise a regular "surgery" time where students can come and discuss any issues.
- ✓ Ensure that all students, group leaders and team members complete and submit their feedback to Head Office.
- ✓ Feedback regularly to your Centre Manager and Senior Leadership Team.
- ✓ Organise doctors/hospital appointments should the need arise.
- ✓ Attend regular meetings with the team.
- ✓ Devise team rotas for the supervision of mealtimes and end of activities in co-ordination with the Centre Manager and the Excursion and Activities Manager.
- ✓ Be on duty when required for mealtimes and evening supervision.
- ✓ Teach if necessary (qualified team members only).
- ✓ Lead and supervise activities as directed.
- ✓ Ensure that all accidents and incidents are appropriately recorded by the relevant team members and submitted to Head Office.

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- ✓ Maintain the good name and reputation of UKLC at all times.
- ✓ Work with group leaders to ensure the welfare of the students in their groups through scheduled meetings and regular contact.
- ✓ Liaise with relevant team members at the centre to ensure that any problems regarding student welfare are communicated.

## Post-Course:

- ✓ Complete exit feedback at the end of your contract.

## Sample Rota

Rotas vary from centre to centre and this is simply an example. We also have zig zag centres which means activities and English lessons happen in both the morning and afternoon. The Safeguarding and Welfare Coordinator will work up to 45 hours a week.

To find examples of activities and excursions for individual centres, please visit the links in the centre information section below.

### Session Breakdown:

9-12:30pm (including a half an hour break)

2 – 5:30pm (including a half an hour break)

7:30 – 11pm (including a half an hour break)

[illegible]

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## Working Hours:

A Safeguarding and Welfare Coordinator is required to work 25 sessions per fortnight based on a six day working week. A session is defined as approximately three and a half hours in the morning, afternoon or evening. Generally, a session includes a half-hour break. In some centres, it will be necessary for Safeguarding and Welfare Coordinators to work on six consecutive days. The Safeguarding and Welfare Coordinator will work up to 45 hours a week.

## Testimonials of Former Safeguarding and Welfare Coordinators

My journey working for UK Language Courses started at Queen Anne's school in Reading in summer 2017. I had recently completed a course in Teaching English as a Foreign Language so I was keen to put my new qualification to use. I started off as a Teacher and Activity Leader. With the exception of the COVID-19 years, I have returned to UKLC every summer since.

In 2022, I was the Safeguarding and Welfare Coordinator at Queen Mary University, London - a job which I felt gave me so much confidence and experience. I have worked with and met some of the most incredible, unique and kindest people through UKLC (many of whom have become close friends of mine).

Returning each summer is amazing as I get to develop in different roles, visit new centres and meet a huge variety of people (and learn a lot about myself too!).

Outside of UKLC, I work as a Residential Houseparent in a boarding school in Chester and have worked in similar roles, as well as an EAL Teacher, in other parts of the U.K.

**Emily, Summer 2023**

This was my first year working at UKLC as a Safeguarding and Welfare Coordinator and the experience was unique, enjoyable and rewarding. The support throughout the summer is incredible and you really feel like you are part of a team from day one! There is always someone who is willing to provide a helping hand both within the centre management teams and head office. The training that I received prior to the summer was incredibly valuable and allowed me to feel comfortable starting a new role. Working at UKLC provided memories that I will cherish and I am already looking forward to next summer!

**Ruth, Summer 2023**

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## Centres Available for Safeguarding and Welfare Coordinators

*You will also need to attend induction prior to starting your contract. Specific dates and times will be set closer to the time.*

Summer Centres	Centre Dates	Link
Clifton College, Bristol	7th July - 18th August 2024	<a href="#">Clifton College</a>
Dean Close School, Cheltenham	3rd July - 31st July 2024	<a href="#">Dean Close School</a>
Chester University	30th June - 11th August 2024	<a href="#">University of Chester</a>
King's College, London – Waterloo Campus	1st July - 26th August 2024	<a href="#">King's College London</a>
Reaseheath College, Nantwich	5th July - 2nd August 2024	<a href="#">Reaseheath College</a>
Queen Mary University of London	16th June - 11th August 2024	<a href="#">Queen Mary University</a>
UCFB, Wembley	1st July - 26th August 2024	<a href="#">UCFB Wembley</a>
Queen Anne's School, Reading	7th July - 4th August 2024	<a href="#">Queen Anne's School</a>
Bootham School, York	8th July - 5th August 2024	<a href="#">Bootham School</a>

This job description is an outline of your main responsibilities. Within the context of your contract of employment, the company may, within reason, request you undertake other tasks and duties as needs dictate.