

# Homestay Coordinator

## Job Description 2024



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

The Homestay Coordinator is responsible for placing students in their pre-allocated families, communicating new information to the students, group leaders and host families regarding the programme and ensuring students arrive for scheduled classes / activities. They will also be available to hear any issues from the students / host families regarding the living arrangements.

<b>Person Specification</b>		
Reporting to: Centre Management Team		
	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	✓ Experience working with young people.	
<b>Qualifications</b>	✓ Level One 'Basic Awareness Safeguarding' trained.	✓ A first aid qualification.
<b>Skills and Knowledge</b>		✓ Knowledge of the local area.
<b>Personal Qualities</b>	✓ Strong communication and interpersonal skills. ✓ Energy and enthusiasm. ✓ Adaptability and flexibility. ✓ 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).	

<b>Salary and Benefits</b>
✓ Full-board accommodation is provided at no additional cost to you.
✓ All salaries are paid monthly in arrears.
✓ Weekly salary of £460.

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### Responsibilities

#### Pre- Course:

- ✓ Attend the team induction and assist with the centre set up as required by the Centre Management.
- ✓ Read and comply with the UKLC Operations and Safeguarding Handbook (OSH) as well as any other Job Specific Handbooks.
- ✓ Attend the pre-summer online training.
- ✓ Complete the Safeguarding and Prevent online training courses.

#### During the Course:

- ✓ Ensure all host families receive the students' completed enrolment forms, that have been checked and signed by the group leaders (within first 24 hours of stay).
- ✓ Ensure that each student's cultural, religious and dietary needs are met and respected by liaising with the host families.
- ✓ Ensure the welfare and protection of the students in accordance with our Safeguarding Policy.
- ✓ Ensure that the UKLC Operations and Safeguarding Handbook (OSH) is adhered to by host families
- ✓ Meet and greet host families.
- ✓ Help the Centre Management ensure that groups are met with a warm and efficient welcome.
- ✓ Help with the allocation of students' host families and any issues that may arise.
- ✓ Ensure that all students have a full orientation, attend the welcome talk and are issued with their ID wristband and lanyards.
- ✓ Ensure that all students are aware of the correct route to and from the campus.
- ✓ Teach / coach if necessary (qualified team members only).
- ✓ Maintain the good name and reputation of UKLC at all times.
- ✓ Meet students on a regular basis throughout the day ensuring they have arrived for scheduled lessons / activities. Ensure students do not leave site until host families have arrived to transport them home on evening activities (unless other arrangements have been made).
- ✓ Work with the team and group leaders to maintain team and student discipline.
- ✓ Work with group leaders and host families to ensure the welfare of the students in their groups through scheduled meetings and regular contact.
- ✓ Liaise with the relevant people at the centre to ensure that any problems regarding student welfare are communicated.
- ✓ Be the first point of contact for students / host families for any issues.
- ✓ Attend regular meetings with the team (particularly the EAM) to ensure you are aware of any amendments to programmes / timings that you will need to inform the host families of.
- ✓ Regular contact with host families' / group leaders regarding programme timings.
- ✓ Feedback regularly to the Centre Manager.

#### Post-Course:

- ✓ Complete exit feedback at the end of your contract



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## Centres Available for Homestay Coordinators

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

<b>Summer Centre</b>	<b>Centre Dates</b>	<b>Link</b>
Chester University	30th June - 11th August 2024	<a href="#"><u>University of Chester</u></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.