



## Safeguarding and Welfare Coordinator

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

At UKLC, we provide residential and homestay English language and activity programmes for international students aged 11-17 years. Our aims are simple: to Educate, Inspire and Enrich future generations. We are passionate about providing life-changing experiences for young international learners.

As a Safeguarding and Welfare Coordinator, you will oversee all matters related to student welfare and safeguarding at the centre. Working closely with the Centre Manager and team, you will implement UKLC's safeguarding policies, provide support to students, and ensure compliance with health and safety standards.

### Job Description

**Contract Type:** Fixed Term

**Reporting to:** Centre Manager

**Opportunity for Progression:** Centre Manager

#### Pre-Summer Preparation

- ✓ 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.

#### Summer Delivery

- ✓ 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 and group leaders complete and submit their feedback to Head Office.
- ✓ Organise doctors/hospital appointments should the need arise.
- ✓ 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.
- ✓ Lead the group leader Safeguarding training.
- ✓ Conduct checks on excursions pre-departure.
- ✓ 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.

### **Feedback, Communication and Administration**

- ✓ Attend regular meetings with the team.
- ✓ Liaise with relevant team members at the centre to ensure that any problems regarding student welfare are communicated.
- ✓ Work with group leaders to ensure the welfare of the students in their groups through scheduled meetings and regular contact.
- ✓ Feedback regularly to your Centre Manager and Senior Leadership 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.
- ✓ Complete exit feedback at the end of your contract.

### **Safeguarding and Professionalism**

- ✓ UKLC is committed to implementing our Safeguarding policies and procedures. Click [here](#) to read our Safeguarding policy. All successful candidates will need to complete Prevent and Safeguarding e-learning.
- ✓ Responsible for reading and adhering to the Operating and Safeguarding Handbook and maintaining good standards of Health and Safety at all times.
- ✓ Complete the Safeguarding and Prevent online training courses.
- ✓ Ensure the welfare and protection of the students in accordance with our Safeguarding Policy.
- ✓ Maintain the good name and reputation of UKLC at all times.



### **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. 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.

### **Salary and Benefits**

- ✓ All salaries are paid monthly in arrears.
- ✓ Weekly salary (including holiday pay) is £593.98.
- ✓ Holiday pay will be added at the end of contract.
- ✓ Full-board accommodation is provided.



## Person Specification

- ✓ Essential
- Desirable

### Experience

- ✓ Experience working with young people.
- Experience of working in a residential setting.
- Experience of counselling or mentoring young people.

### Qualifications

- ✓ Level One 'Basic Awareness Safeguarding' trained.
- EFL teaching certificate and/or experience.
- Level two 'Advanced Safeguarding for Designated Staff' trained.
- A first aid qualification.
- Sports coaching qualification.

### Skills and Knowledge

- ✓ Strong communication and interpersonal skills.

### Personal Qualities

- ✓ Ability to work as part of a team.
- ✓ Energy and Enthusiasm.

### Legal Requirements

- ✓ Full right to work in the UK.

### Safer Recruitment Checks

- ✓ Minimum of 2 reference checks.
- ✓ Enhanced DBS Check.
- ✓ Overseas Police Check (if applicable).



## Available Centres

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

-  King's College, London (30<sup>th</sup> June – 25<sup>th</sup> August 2025)
-  Queen Mary University London (22<sup>nd</sup> June – 24<sup>th</sup> August 2025)
-  Clifton College, Bristol (8<sup>th</sup> July – 19<sup>th</sup> August 2025)
-  Dean Close School, Cheltenham (2<sup>nd</sup> July – 13<sup>th</sup> August 2025)
-  Queenswood School, Hatfield (7<sup>th</sup> July – 4<sup>th</sup> August 2025)
-  Queen Anne's School, Reading (6<sup>th</sup> July – 10<sup>th</sup> August 2025)
-  Chetham's School, Manchester (6<sup>th</sup> July – 3<sup>rd</sup> August 2025)
-  Reaseheath College, Nantwich (4<sup>th</sup> July – 1<sup>st</sup> August 2025)
-  University of Portsmouth (7<sup>th</sup> July – 4<sup>th</sup> August 2025)
-  St Swithun's School, Winchester (13<sup>th</sup> July – 10<sup>th</sup> August 2025)
-  Bootham School, York (7<sup>th</sup> July – 4<sup>th</sup> August 2025)

## Join Us!

As a Safeguarding and Welfare Coordinator at UKLC, you will play a pivotal role in creating meaningful experiences for young learners. Bring your energy and enthusiasm to inspire students, enrich their lives, and help deliver a summer they will never forget.

**Ready to inspire? [Click here to apply!](#)**

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.

