

Homestay 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 8-17 years.

Our aims are simple: to **Educate**, **Inspire** and **Enrich** future generations. We are passionate about providing life-changing experiences for young international learners.

The Homestay Coordinator plays a vital role in the successful delivery of UKLC's homestay programmes. Based at one of our centres, you will be the key link between students, host families, and group leaders - ensuring that each student is safe, welcomed, and supported throughout their stay. You'll coordinate placements, manage logistics, resolve issues, and help create a caring and inclusive environment where students can thrive, all while upholding UKLC's values and safeguarding policies.

Job Description

Contract Type: Fixed Term

Reporting to: Centre Manager

Opportunity for Progression: Safeguarding and Welfare Coordinator

Pre-Summer Preparation

- Attend an online pre-summer training session and in-person inductions.
- Attend the team induction and assist with centre setup.

Summer Delivery

- Meet and greet students at the airport and accompany them to the centre as required.
- Create a safe, secure, and welcoming environment for students.
- Help the Centre Management ensure that students are met with a warm and efficient welcome.
- Ensure that each student's cultural, religious and dietary needs are met and respected by liaising with the host families.
- Meet and greet host families.
- 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).
- 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.

Feedback, Communication and Administration

- Feedback regularly to the Centre Manager.

- 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).
- Help with the allocation of students' host families and any issues that may arise.
- Attend regular meetings with the team (particularly the Excursion and Activity Manager) 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.
- Submit 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.
- Read and adhere to the Operating and Safeguarding Handbook and information on AirManual.
- Ensure that the UKLC Operations and Safeguarding Handbook (OSH) is adhered to by host families.
- Maintain good standards of Health and Safety at all times.
- Ensure the welfare and protection of the students in accordance with our Safeguarding Policy.
- All successful candidates will need to complete Prevent and Safeguarding e-learning.
- Maintain the good name and reputation of UKLC at all times.
- Act as a positive role model, promoting UKLC's values at all times.

Working Hours

- The Homestay Coordinator will work up to 40 hours a week.
- In some centres, it will be necessary for Homestay Coordinators to work on six consecutive days.
- Should the need arise, you will be required to do airport transfers and lead activity sessions and excursions.

Salary and Benefits

- Full-board accommodation is provided for residential team members. We do **not** deduct any money from your salary for board and lodgings. You will be fully catered for during your time with us.
- All salaries are paid monthly in arrears (on the last day of the month).
- Holiday pay is added to your final pay packet.
- Weekly salary (including holiday pay) of £571.56.

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.

Person Specification	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience working with young people. 	<ul style="list-style-type: none"> • Experience with English learners • Experience of providing pastoral care to under-18s.
Qualifications	<ul style="list-style-type: none"> • Level One 'Basic Awareness Safeguarding' trained 	<ul style="list-style-type: none"> • A first aid qualification
Skills and Knowledge	<ul style="list-style-type: none"> • Committed to ensuring the safety of students. • Strong communication and interpersonal skills • Knowledge of the local area 	
Personal Qualities	<ul style="list-style-type: none"> • Adaptability and flexibility. • Boundless energy and enthusiasm. • Excellent communication and motivational skills. 	<ul style="list-style-type: none"> • Enthusiastic and able to enthuse others • Able to make decisions and show initiative
Legal requirements	<ul style="list-style-type: none"> • Full right to work in the UK. 	
Safer Recruitment Checks	<ul style="list-style-type: none"> • Minimum of 2 reference checks. • Enhanced DBS Check. • Overseas Police Check (if applicable). 	

- Review of the applicant’s online footprint and publicly accessible social media profiles, in line with statutory guidance for safer recruitment.
- We will seek to run Prohibited List Checks (if applicable)

Available Centres

You will also need to attend induction which will take place on the first day of your contract. Specific dates and times will be set closer to the time.

Location	Centre	Start Date	End Date
Bristol	Clifton College	7 th July	18 th August
York	Bootham School	5 th July	2 nd August

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

- ✓ Play a pivotal role in creating meaningful experiences for young learners.
- ✓ Inspire students and enrich lives.
- ✓ Help deliver a summer students will never forget.

Still need more information? Click [here](#) to hear what a summer with UKLC is like from some of our previous summer teams!