

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 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.

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

Summer Delivery

- Ensure 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.
- 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.
- 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 fire safety 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, incidents and concerns 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 Activity Manager.
- 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.
- 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 Safeguarding and Welfare Coordinator will work up to 50 hours a week.
- In some centres, it will be necessary for Safeguarding and Welfare 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

- This is a residential role. Full-board accommodation is provided. 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 final pay packet.
- Weekly salary (including holiday pay) of £717.25.

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 of working in a residential setting. • Experience of counselling or mentoring young people.
Qualifications	<ul style="list-style-type: none"> • Level One 'Basic Awareness Safeguarding' trained. • Level two 'Advanced Safeguarding for Designated Staff' trained. 	<ul style="list-style-type: none"> • EFL teaching certificate and/or experience. • A first aid qualification. • Sports coaching qualification.
Skills and Knowledge	<ul style="list-style-type: none"> • Strong communication and interpersonal skills. • Confident use of basic Microsoft Office Products especially Excel. 	<ul style="list-style-type: none"> • Knowledge of the local area. • Able to utilise different online tools and search engines effectively.
Personal Qualities	<ul style="list-style-type: none"> • Ability to work as part of a team. • Energy and enthusiasm. 	
Legal requirements	<ul style="list-style-type: none"> • Full right to work in the UK. 	

**Safer
Recruitment
Checks**

- Minimum of 2 reference checks.
- Enhanced DBS Check.
- Overseas Police Check (if applicable).
- Online Checks.
- 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	<u>Clifton College</u>	7 th July	18 th August
Cheltenham	<u>Dean Close School</u>	8 th July	19 th August
Crewe	<u>Cheshire Campus</u>	14 th June	9 th August
Hatfield	<u>Queenswood School</u>	6 th July	3 rd August
London	<u>King's College (Waterloo Campus)</u>	6 th July	31 st August
London	<u>Queen Mary University London</u>	21 st June	23 rd August
Manchester	<u>Chetham's School</u>	6 th July	3 rd August
Nantwich	<u>Reaseheath College</u>	3 rd July	31 st July
Portsmouth	<u>University of Portsmouth</u>	1 st July	29 th July
Reading	<u>Queen Anne's School</u>	5 th July	9 th August
Winchester	<u>St Swithun's School</u>	13 th July	10 th August
York	<u>Bootham School</u>	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 as a Safeguarding and Welfare Coordinator with UKLC is like from some of our previous summer teams!