



## Residential Welfare Officer: for juniors (10-15 year olds)

### Main purpose of the role

To take day-to-day responsibility for monitoring the health and welfare of the juniors and young teenagers on the St. Clare's residential summer course at Rye St. Antony, under the guidance of the Course Director.

### Duties and Responsibilities

1. Establishes a good rapport with students and other members of the team at the Rye campus.
2. Greets students, parents and agents to the site on arrival days as part of the 'Welcome Team', providing reassurance to all, whether newcomers or returning students; and assists with departures as required.
3. Takes responsibility for student pocket money: explaining the system on arrival (damage deposit, 'internal bank' opening times etc.); lodging the funds in Barclays Bank (Headington Branch) always accompanied by a second member of staff; being available at lunch-times throughout the course to sign cash out as required by the students; and keeping an accurate record of the balance on each account.
4. Takes responsibility for managing the medical information about the students: collating details of medical conditions and dietary requirements and passing to the Course Director; monitoring those who are feeling unwell; accompanying them to the doctor, hospital or chemist as required; recording accidents and incidents in the log book; and liaising with parents and agents as appropriate.
5. Contributes to the administration of the course, maintaining a presence in the office according to the rota, monitoring student absences and checking up on students absent from class, providing support and guidance as required.
6. Contributes to the leadership of activities and excursions during afternoons and evenings and at weekends according to the agreed 6-day rota: observing the St. Clare's guidelines for a successful event (see Staff Handbook for Junior Courses).
7. Understands fully the responsibilities associated with 'safeguarding' and 'duty of care' on a residential programme: supporting the students whilst maintaining a professional distance, completing 'risk assessments', monitoring student behaviour, encouraging integration, supervising meal times etc as necessary.
8. Takes an active role in the supervision, welfare and discipline of students at all times: ensuring that bedrooms are kept clean and tidy, monitoring 'getting up' and 'lights out' routines, overseeing the laundry rota, making sure students shower and wash their clothes regularly, reporting damage or loss of property, responding to illness, homesickness and other emergencies as necessary.
9. Performs other duties as required to ensure a safe and enjoyable experience for the young students in their care.

### Person profile

You must be enthusiastic, reliable and flexible, having the students' best interests in mind at all times.

- The minimum requirements: a first-aid qualification, an interest in working with children and younger teenagers and experience of working in a residential setting.
- Desirable qualifications: post (or near to completing) tertiary education with some practical experience of and/or current medical qualification. An interest in sports, drama, arts and culture will also be taken into account.

### Terms & conditions

You report to the Director of English Language Courses for contractual matters and the Course Director/Activity Director on site for specific day-to-day duties.

- 6 week contracts available, from 7 July to 17 August.
- Orientation and induction takes place prior to course start-date and attendance is required and paid according to the agreed rate. Staff meetings are held most days and attendance is crucial.
- You will be required to work flexible shifts (afternoons, evenings and weekends) over a 6 day week according to the rota and in consultation with the Activity/Course Director. You will have one day off per week which is likely to be a weekday.

- You will be offered the following rate of pay:

Criteria	Weekly rate of pay	Benefits
Proven experience with numbers First-aid qualification	<b>£380.94</b> (£339.92 basic + £41.02 holiday pay)	Full-board accommodation on site

**Supplements:** Additional sessions agreed in advance by the Activity/Course Director @ £27.74 (inclusive of £2.99 holiday pay) per session.

## References and Checks

All offers of employment and contracts are issued subject to satisfactory references and satisfactory outcomes on completion of all necessary checks, including establishing the right to work in the UK. In some cases some or all of these checks will have been undertaken before an offer is made. In most cases, taking up employment will be subject to the satisfactory completion of all necessary procedures.

Under the National Minimum Standards for Boarding Schools, we are required to undertake additional checks on all employees:

- Full written references, and phone references on quoted referees, including current employer, may be obtained before or after interview. You should indicate specifically if you wish St. Clare's to refrain from contacting your current employer. *One referee must be your current or most recent employer. References from friends or relatives will not be acceptable.*
- Police checks / Disclosure and Barring Service (DBS) check must also be undertaken, for which employees / prospective employees are required to provide information and consent. A Certificate of Good Conduct is acceptable if you are returning from or living abroad.
- Contact with all previous employers where the employee has worked with children or vulnerable adults is also required. This is to establish the reason for leaving the position. On occasions, further information and a reference may be sought in writing, by phone or by other means. By providing details of previous employment, it is assumed that the employee / prospective employee has given consent for this contact, and no specific consent of the employee / prospective employee will be sought.
- Satisfactory completion of a health questionnaire is a condition of employment.

## Statutory Deductions

Tax and National Insurance will be deducted from salaries in accordance with UK employment regulations. St. Clare's, Oxford will require P45s (if available) and National Insurance numbers before commencement of employment.

## Applications

Please apply by completing the application form (link given below). You may also include a short covering letter and current CV along with your application form.

Please provide details of two referees to include addresses, email addresses and telephone numbers (please ensure they know they may be contacted and will respond promptly). Note that we reserve the right to contact any of your previous employers.

Please complete this **APPLICATION FORM**. You can also find the form on our webpage <http://www.stclares.ac.uk/summerjobs.php>.

Applications must be submitted **by email** to [ivy.rudd@stclares.ac.uk](mailto:ivy.rudd@stclares.ac.uk) or **by post** to:

**Ivy Rudd**  
**Short Courses Administrator,**  
**St Clare's, Oxford,**  
**139 Banbury Road, Oxford, OX2 7AL**

Appointments will be subject to DBS (formerly known as CRB) check and satisfactory references.

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