

## JOB DESCRIPTION – SUMMER WELFARE MANAGER FOR OLDER TEENAGERS (aged 14-17)

*Candidates are expected to look at the College website [www.stclares.ac.uk](http://www.stclares.ac.uk) as it provides information about St Clare's and the courses we offer.*

JOB DESCRIPTION	
<b>Title of Post</b>	Summer Welfare Manager for Older Teenagers (aged 14-17)
<b>Purpose of Role</b>	<p>To join the small team of Duty Managers for the teenager campus. This is a crucial management role that involves oversight of the welfare support for students, especially in the evenings and weekends. It requires a high level of competence and confidence in dealing with young people aged 14-17* from around the world.</p> <p>*Students who choose these courses are aged 14-17, a choice agreed and sanctioned by their parents. All students are therefore expected to accept the rules and restrictions that apply to the courses as a requirement of their course placement.</p>
<b>Reporting Structure</b>	Summer Welfare Managers report directly to the Operations Director Summer & Short Courses for contractual matters and work closely with the Director of Studies as well as the Activities and Pastoral Teams on a regular basis.
<b>Key Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Liaises with management, administration, and welfare staff in all matters relating to the smooth running of the Summer Courses; attends a weekly 'feedback' session with the Operations Director.</li> <li>2. Agrees rotas and applies consistency to decisions in conjunction with the other Summer Welfare Managers in order to maintain a physical presence on site, especially outside normal office hours.</li> <li>3. Manages student documentation, including medical forms, ID &amp; access cards, welcome packs, health &amp; safety documents, exit forms etc.</li> <li>4. Produces emergency ID cards for students and staff outside office hours, liaising with Sales Team and Summer Administrator.</li> <li>5. Meets Group Leaders, collects documentation and liaises with them on a regular basis to ensure smooth integration of groups.</li> <li>6. Takes a leading role in promoting student welfare, in the provision of the college's 'duty of care', and in ensuring that 'safeguarding' health &amp; safety procedures are followed.</li> <li>7. Records major incidents and actions in the log, reporting thoroughly to the Operations Director and others as appropriate each morning.</li> <li>8. Liaises with "WhatsApp" groups over student welfare issues.</li> <li>9. Oversees the Welcome Team on arrival evenings until the last student is accounted for, and monitors departures on Saturdays.</li> <li>10. Makes a presentation in the Hall to students on the first morning of each course, explaining course rules, and ensuring they are understood and signed.</li> <li>11. Ensures that students attend the classes at the correct time, in consultation with the Director of Studies and ELT/Academic subject teams, checking residences for absentees and liaising with the nurse and House Parents as necessary.</li> <li>12. Supervises students outside classes, including break-times around the site; breakfast, lunch, and dinner in and around the dining room; monitoring main site and college houses in the evening and supervising curfews; and at all times ensuring minimal disruption to local residents.</li> <li>13. Disciplines students according to the agreed framework by means of detention, gating, and expulsion etc. and liaises with parents, agents, and group leaders over disciplinary matters.</li> <li>14. Provides an overnight emergency on-call service for wardens and students via mobile telephone.</li> <li>15. Actively promotes St Clare's and the Summer Courses, including the Junior Courses at Rye and 18+ Courses at the International College.</li> <li>16. Responds effectively to any unexpected incident, at any time of day or night, contacting senior management and medical or emergency services according to the guidelines.</li> <li>17. To perform other duties as reasonably required to ensure an educational and enjoyable experience for the students (including participation in inspections).</li> </ol>



TERMS AND CONDITIONS	
<b>Terms of Employment</b>	<ul style="list-style-type: none"> <li>Contracts are available from 20 June to 13 August 2022, all of them to include one-week on-the-job induction and training prior to full duties;</li> <li>The role requires all Deans to live in the college.</li> </ul>
<b>Place of Work</b>	139 Banbury Road, Oxford, OX2 7AL
<b>Hours of Work</b>	The contracted hours are 48 hours over a 6-day week, to include late nights, early mornings and weekends as required. Overtime will be paid for additional hours that may be required as agreed by the Operations Director at the end of the contract.
<b>Notice Period</b>	1 week
<b>Salary / Pay</b>	The weekly rate of pay is <b>£579.27</b> (plus an additional £69.91 of incremental compensatory holiday pay). The college will of course honour any adjustments to salaries as required by the National Living Wage/National Minimum wage.
<b>Pension</b>	A contributory pension is offered through St Clare's group personal pension scheme, following a 3-month deferment period. The employer pays double the contribution of the employee, up to a maximum of 10% of gross salary (i.e. the employer pays up to 10%, and the employee pays up to 5%). Employee's contributions above 5% may be made, but do not attract a matching contribution from the employer.
<b>Meal</b>	All meals are provided in the College dining hall.
<b>Childcare Voucher Scheme</b>	The College operates a childcare voucher scheme
<b>Accommodation</b>	Accommodation including breakfast, lunch, and dinner is provided every day during the contract period. <b>Please note: accommodation changes may be required once or even twice during the contract for college operational reasons.</b>
PERSON SPECIFICATION	
<b><i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i></b>	
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>Educated to degree level (E)</li> <li>Proven experience of prioritising workload and meeting deadlines (E)</li> <li>Proven ability to work under pressure role (E)</li> <li>Proven experience in a similar role (D)</li> <li>Experience in welfare provision (D)</li> <li>Current First Aid and Safeguarding qualification (D)</li> </ul>
<b>Personal skills and attributes</b>	<ul style="list-style-type: none"> <li>Commands respect and displays empathy for and awareness of cultural differences amongst young people from around the world (E)</li> <li>Driven, hardworking, and enthusiastic individual who pays close attention to detail (E)</li> <li>Efficient and conscientious, and shows tenacity and perseverance in a very challenging role (E)</li> <li>Strong organisational and time management skills (E)</li> <li>The ability to communicate clearly and effectively with a wide range of people.</li> <li>Strong communication skills in English, both written and spoken. Another language desirable.</li> </ul>
REFERENCES AND PRE-EMPLOYMENT CHECKS	
<p><b><i>St Clare's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made. Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.</i></b></p>	
<b>References</b>	Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly.



<b>Identity, right to work and qualifications</b>	Original documents confirming proof of identity, right to work in the UK, and relevant qualifications will be required.
<b>Police checks / DBS</b>	Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. <b>Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a pre-requisite of employment.</b>
<b>Health questionnaire</b>	Satisfactory completion of a health questionnaire.
<b>Prohibition order checks</b>	Prohibition order checks will be carried out for all teaching and activity roles and for senior management positions as appropriate
<b>HOW TO APPLY</b>	
<b>Applications</b>	Applications must be made using the College's standard application form which can be found on the College website at <a href="http://www.stclares.ac.uk/contact-us/recruitment-and-careers">www.stclares.ac.uk/contact-us/recruitment-and-careers</a> . <b>CVs will only be accepted if accompanied by a St Clare's application form.</b>
<b>Email</b>	Applications should be submitted by email to <a href="mailto:summer.recruitment@stclares.ac.uk">summer.recruitment@stclares.ac.uk</a>
<b>Post</b>	Alternatively, send applications to Summer and Short Courses Recruitment, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL
<b>Contact us</b>	Email: <a href="mailto:summer.recruitment@stclares.ac.uk">summer.recruitment@stclares.ac.uk</a> Tel: 01865 517148
<b>Deadline for applications</b>	Open until positions are filled
<b>Interviews</b>	For candidates living locally, face-to-face interviews will be held. For candidates currently living overseas, Skype interviews can be arranged. The interview process will include some testing of key attributes.