

**JOB DESCRIPTION –WELFARE MANAGER
FOR OLDER TEENAGERS**

Candidates are expected to look at the College website www.stclares.ac.uk as it provides information about St Clare's and the courses we offer.

JOB DESCRIPTION	
Title of Post	Welfare Manager for Older Teenagers (aged 14-17)
Purpose of Role	<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><i>*The choice of attending the course was 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.</i></p>
Reporting Structure	Summer Welfare Managers report directly to the Director of Summer School for contractual matters and work closely with the Director of Studies as well as the Activities and Pastoral Teams on a regular basis.
Key Responsibilities	<ol style="list-style-type: none"> 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. 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. 3. Manages student documentation, including medical forms, ID & access cards, welcome packs, health & safety documents, exit forms etc. 4. Produces emergency ID cards for students and staff outside office hours, liaising with Sales Team and Summer Administrator. 5. Meets Group Leaders, collects documentation and liaises with them on a regular basis to ensure smooth integration of groups. 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 & safety procedures are followed. 7. Records major incidents and actions in the log, reporting thoroughly to the Operations Director and others as appropriate each morning. 8. Liaises with WhatsApp groups over student welfare issues. 9. Oversees the Welcome Team on arrival evenings until the last student is accounted for, and monitors departures on Saturdays.

	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>14. Provides an overnight emergency on-call service for House Parents and students via mobile telephone.</p> <p>15. Actively promotes St Clare's and the Summer Courses, including the Junior Courses at Rye and 18+ Courses at the International College.</p> <p>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.</p> <p>17. To perform other duties as reasonably required to ensure an educational and enjoyable experience for the students (including participation in inspections).</p>
--	---

TERMS AND CONDITIONS									
Terms of Employment	<ul style="list-style-type: none"> • Contracts are available from 11 June to 19 August 2023 • One-week on-the-job induction and training prior to full duties; • The role requires all Welfare Managers to live in the college. 								
Place of Work	139 Banbury Road, Oxford, OX2 7AL								
Hours of Work	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 Director of Summer School at the end of the contract.								
Notice Period	1 week								
Weekly pay	<table border="1"> <tr> <td>Pay</td> <td>Holiday pay</td> <td>Total weekly pay</td> </tr> <tr> <td>£ 602.40</td> <td>£ 72.71</td> <td>£ 675.11</td> </tr> </table>	Pay	Holiday pay	Total weekly pay	£ 602.40	£ 72.71	£ 675.11		
Pay	Holiday pay	Total weekly pay							
£ 602.40	£ 72.71	£ 675.11							
Meal	All meals are provided in the College dining hall.								
Accommodation	<p>Accommodation including breakfast, lunch, and dinner is provided every day during the contract period.</p> <p>Accommodation changes may be required once or even twice during the contract for</p>								



	college operational reasons.
PERSON SPECIFICATION	
<i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i>	
Education and qualifications	<ul style="list-style-type: none"> • Educated to degree level (E) • Proven experience of prioritising workload and meeting deadlines (E) • Proven ability to work under pressure role (E) • Proven experience in a similar role (D) • Experience in welfare provision (D) • Current First Aid and Safeguarding qualification (D)
Personal skills and attributes	<ul style="list-style-type: none"> • Commands respect and displays empathy for and awareness of cultural differences amongst young people from around the world (E) • Driven, hardworking, and enthusiastic individual who pays close attention to detail (E) • Efficient and conscientious, and shows tenacity and perseverance in a very challenging role (E) • Strong organisational and time management skills (E) • The ability to communicate clearly and effectively with a wide range of people. • Strong communication skills in English, both written and spoken. Another language desirable.
REFERENCES AND PRE-EMPLOYMENT CHECKS	
<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>	
References	Two 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.

Identity, right to work and qualifications	<p>Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.</p> <p>We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. If we make an offer of employment, we will need to check that you are eligible to work in the UK before you start work.</p>
Police checks / DBS	<p>Police checks and Disclosure and Barring Service checks will be undertaken. Prospective employees are required to provide information and consent.</p> <p>Candidates who have lived and worked abroad in the last five years will be required</p>



	<p>to provide a certificate of good conduct from the countries in which they worked and lived, as a pre-requisite of employment.</p> <p>Both the DBS and the certificate of good conduct can be initiated and paid for by the College.</p>
Health questionnaire	Satisfactory completion of a health questionnaire.
HOW TO APPLY	
Applications	Applications must be made using the College's application form
Email	Applications should be submitted by email to summer.recruitment@stclares.ac.uk