

# Summer Welfare Officer

Teenagers (ages 15-17)

Summer 2026





# WELCOME

## from the Principal

Welcome to St Clare's, a truly remarkable school where students enjoy a world-class education in a magnificent Oxford setting. In today's fast-changing, globalised world, we believe young people need the highest quality international education to achieve everything they are capable of.

What makes St Clare's distinctively different? Our teaching methods are engaging and student-centred, which gives pupils a higher chance of achieving their potential. But we look far beyond academic results. Our educational programme is holistic and broad ranging, not only developing talents, but also building student's relationship and leadership skills, through a range of co-curricular activities. We aim to strike the right balance between academic work and leisure time, and it all happens in a special learning environment.

St Clare's graduates are responsible, creative, well-informed, inspiring people with a deep sense of respect for themselves and others. Our students leave the college as confident young people, able to successfully make their way in a competitive and complex world and make a positive difference. Above all, while an education at St Clare's is a challenging and enriching experience, it is also a highly enjoyable one.

Our students have an international outlook and can think broadly due to the diversity of our student body which is made up of more than 40 different nationalities. They experience many different perspectives and embrace a range of thinking

on topics to expand their minds. This is central to our ethos and as a result, we attract staff to the college with a similar forward-thinking mindset.

Another core feature of the school is the quality of our pastoral care. As a boarding school, the happiness and development of our students is a priority, empowering them to help shape the community. Our dedicated teams from housekeeping and catering through to teaching are committed to the development of every student. As a result, relationships between students and staff are respectful and caring and all our students feel a strong sense of belonging where they can thrive and become the best versions of themselves.

Both students and staff also benefit from being able to immerse themselves in the historic, cultural and academic resources on our doorstep including public lectures, museums, art galleries, as well as stunning architecture and beautiful parks. Oxford has it all! It is an excellent location to develop your professional skills and experience.



Come and see what makes St Clare's such an exciting and rewarding place to work! We look forward to receiving your application and welcoming you to the team.

**Duncan Reith**



# What makes us **UNIQUE**

## Range of courses offered to students

We offer a range of English language and academic subject courses during the summer months including Young Leaders, Sustainability & Leadership, Business & Entrepreneurship, Science & Experiments, Art & Digital Design, IB Introduction, Intensive English for Exam Preparation, English for Law and English for Business. Join our fantastic Academic, Activity or Pastoral Teams for a great summer.

## Education quality

We are committed to academic excellence and the personal development of our pupils in an international context. The outstanding quality of the education and pastoral provision is inspected regularly by the British Council and Independent Schools Inspectorate to ensure high standards are maintained.

Sustainability and climate change are going to be defining issues of the next generation, so preparing students to play a positive role is going to be vital. We are taking steps to fully embed these themes into the learning experience by facilitating participation in recognised schemes such as Eco Schools and related activities both on-site and within the local community.

## Extra-curricular

Our study programmes include enriching experiences both inside and outside the classroom. We place equal emphasis on our extra-curricular programme and our academic provision as we feel that both are instrumental in developing our students into confident, resilient, healthy and independent young adults.

Our co-curricular programme has an educational, cultural, environmental, creative, sport and social focus which promotes personal growth in a stimulating and informative way. It also includes academic study visits and excursions to local places of interest and further afield.

## Teaching and learning

We have a forward-thinking approach to education which provides positive preparation for life. We nurture individual development so future aspirations can be realised. By expanding their language ability and subject knowledge we challenge pupils to build the skills they need for success at university or whatever avenue they decide to follow.

Our pupils are well-mannered, focused and demonstrate a strong commitment to their studies. With a high staff-to-student ratio, our teaching approach gives students the individual support they require to reach their learning goals.



## Our **HISTORY**

Our international community makes it a special place to work and study

The vision of two inspirational women remains as true today as it was in 1953. The College was founded by Anne Dreydel and Pamela Morris who wanted to rebuild relations between students from around the world after the Second World War. Our mission to 'advance international understanding' is woven into the texture of everything we stand for.



# WHY work here?

As you wander around the college you will notice the energetic chatter of happy and content students and the thriving buzz of college life. We are an independent school but not a gated community, which fosters independence and confidence in our students. Our 25 beautiful north Oxford buildings are grouped around Banbury Road just south of Summertown and we have a fantastic work environment for staff. Our premises combine both traditional Victorian and Edwardian buildings with modern purpose-build teaching spaces. As well as high-quality facilities we also have beautiful green open spaces which provides wonderful relaxing breakout spaces for both students and staff!

As a staff member, you will benefit from being able to immerse yourself in an international setting. We are proud of the diversity of the college community and the impact it has on the culture and life of the college; it comprises of students, staff and alumni from all over the world.

This is an exciting time to join our team. You will be joining us at a time where our shared mission of 'international education and understanding' has never been more important! Our staff are integral in instilling these values and supporting pupils to flourish. As a colleague, you will be working alongside dedicated, passionate and committed team members.

No matter what your job role, whether you are part of our maintenance team or a member of academic staff, ours really is a cooperative and supportive work environment. We are looking for like-minded individuals who are hard-working, motivated and passionate about delivering a positive student experience and developing their own career in a diverse educational setting.



As well as our excellent work environment, we offer a generous range of benefits for everyone who works here.

Our benefits include:

- Competitive rates-of-pay
- Free full board accommodation
- Paid induction
- Some parking available on campus
- Easy access to Oxford city centre
- Paid DBS check





# OXFORD

Oxford draws people from all over the world to study and live in the city. With a rich mix of international academic talent, the city is bubbling with intellectual vibrancy.

As well as the academic resources, it is a thriving multicultural city with beautiful architecture, cultural sites, green spaces and riverside walks.

We recommend that you explore the beautiful university city with its rich historic traditions and vibrant modern lifestyle. The city includes world-famous museums, art

galleries, university colleges and parks as well as shopping centres, restaurants and bars. Oxford is home to the Ashmolean Museum, Pitt Rivers Museum and the Bodleian Library. A few miles away there are also beautiful little charming Cotswold villages. From dreaming spires and cobbled streets to exciting cultural attractions the area offers something for everyone!

St Clare's is based in the leafy suburbs of north Oxford, which is only a 20-minute walk from the city centre and a 60-minute train journey from London.



# Summer Welfare Officer

## The Role

This is a crucial role that involves 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 15-17 from around the world.

## Reporting Structure

The Summer Welfare Officer reports to the Welfare Manager. Other key interfaces include the Academic, the Activities and House Parent teams on a regular basis.

## Key Responsibilities

1. Liaises with management, administration, and welfare staff in all matters relating to the smooth running of the Summer School.
2. Working as part of a rota with the Welfare Manager to maintain a presence on campus to ensure all students have access to support when required. This involves holding the duty phone overnight.
3. Manages student documentation, including medical forms, ID & access cards, welcome packs, health & safety documents, exeat forms etc.
4. Provides administrative support to the Welfare Manager and House Parents including generating house lists and reports, verifying parental consents and providing House Parents with arrival and departure lists.
5. Produces emergency ID cards for students and staff outside office hours, liaising with operations team.
6. Meets Group Leaders, collects documentation and liaises with them on a regular basis to ensure smooth integration of groups into the summer school.
7. 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.
8. Records incidents and actions in the log, reporting thoroughly to the Summer School Operations Manager and Director of Summer Schools and Short Courses as appropriate.
9. Using WhatsApp groups to communicate with staff and students.
10. Provides a warm welcome to new students on arrival days until the last student is accounted for, and monitors departures on Saturdays.



# Summer Welfare Officer

## Key Responsibilities

11. As required delivers a presentation in the Hall to students on the first morning of each course, explaining course rules, and ensuring they are fully understood.
12. Working with colleagues in the pastoral team and the academic team to ensure that students attend classes at the correct time and ensure that absentees are accounted for.
13. Liaise with the College Nurse to ensure that any students with illness or injury are provided the necessary support. This may include escorting students to the local GP surgery, Walk-in Clinic, or in more serious cases the hospital, keeping parents updated throughout.
14. 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 accommodation in the evening and supervising curfews; and at all times ensuring minimal disturbance to local residents.
15. 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.
16. Provides an overnight emergency on-call service for House Parents and students via duty mobile telephone.
17. Actively promotes St Clare's and the Summer Courses, including the Junior Courses, Courses at Merrist Wood and Adult Courses at the International College.
18. Responds calmly and effectively to any unexpected incident, at any time of day or night, contacting senior management and medical or emergency services according to the guidelines.
19. To perform other duties as reasonably required to ensure a safe and positive experience for the students.



# Terms and Conditions

## Place of work

139 Banbury Road, Oxford, OX2 7AL

## Start date

Contracts are available from 21<sup>st</sup> June to 15<sup>th</sup> August 2026

## 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 Schools and Short Courses at the end of the contract.

## Accommodation and meals

The post holder is expected to be residential or live within close proximity to the college in case of emergencies. All meals are provided in the College dining hall. One meal per day is provided for local staff.

## Pay

	Weekly pay	Weekly holiday pay	Total weekly pay
	£620.60	£74.91	<b>£695.51</b>
	Hourly pay	Hourly holiday pay	Total hourly pay
Additional Hours (training, induction) hourly pay	£12.75	£ 1.54	<b>£14.29</b>



# The **PERSON**



The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:

## Education and qualifications

- Educated to degree level (D)
- 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

- Is able to command respect and display 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. (E)
- Strong communication skills in English, both written and spoken. (E) Another language desirable.
- Enthusiasm for summer school environment. (E)



# How to **APPLY**

## Applications

Please submit your cv alongside a fully completed application form to: [summer.recruitment@stclares.ac.uk](mailto:summer.recruitment@stclares.ac.uk).

## Police checks

Candidates who have lived and worked abroad in the last five years will be required to provide a certificate of good conduct from the countries in which they worked and lived, as a pre-requisite of employment.

## References

Two written and phone references are required.

## Pre-employment Checks

St Clare's is committed to safeguarding the welfare of children and expects all staff and volunteers to share in this responsibility.

As a result, all offers of employment and contracts are subject to satisfactory references and a number of pre-employment checks including Disclosure and Barring Service (DBS) checks, health assessments, verifying right to work in the UK as well as other checks appropriate to the post. We are bound by the guidance set in the 'Keeping Children Safe in Education' policy, and ensure all our procedures align with this.



### Find us online

