

WELFARE LEADER

Multiple Centre Locations Across the UK

Ardmore

JOB OVERVIEW

Provide pastoral care for every student, paying particular attention to individuals who are not travelling with a group. Help individual students integrate with other students throughout their stay. You will be sociable when supervising mealtimes to help students with their oral English learning and happy to help teaching colleagues with marking.

MAIN TASKS

Welfare leaders must provide pastoral care for every student, paying attention to integrating individuals. Pre-arrival and departure check and room damage surveys must be carried out on a weekly basis, as delegated by the Head Pastoral Care. The Welfare Leader must maintain student behaviour and support the activity and teaching teams with the monitoring of attendance/recording of absences. Welfare Leaders carry out residential duties on a rota basis including meal supervision, lights-out duties, night-time patrols, room checks, and additional duties as required. They also carry out night duty on a rota basis (at least four nights per week) and supervise other staff on duty making sure that all buildings are locked, secure and all students are safely in their rooms. Welfare Leaders assist with regular fire drills and they also assist the academic team with test marking and diplomas.

SAFEGUARDING RESPONSIBILITIES

Where necessary share appropriate information with professionals and/or colleagues as may be required to keep everyone safe. *Ardmore is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Background checks and an enhanced DBS will be required.*

ESSENTIAL CRITERIA

- ✓ Sensitivity to other cultures and diversity.
- ✓ Ability to motivate and enjoy working with large groups of students.
- ✓ Previous experience working with children/teenagers.
- ✓ Ability to create and sustain working relationships with students.
- ✓ Eligible to work in the UK and 18 years old or over.

DESIRABLE CRITERIA

- ✓ Previous summer school experience.
- ✓ Hold a valid First Aid Certificate, Lifeguard or sports coaching qualification.
- ✓ Experience of counselling or mentoring young people.
- ✓ Valid DBS and/or Overseas Police Checks (Ardmore can assist with this).

PERSONAL ATTRIBUTES

- ✓ Caring and confident personality.
- ✓ Approachable.
- ✓ Enthusiastic team player.
- ✓ Ability to work in high-pressure environment.
- ✓ Flexibility and adaptability in a changing environment.
- ✓ Clear communicator.
- ✓ Excellent work ethic.

KEY FACTS

- ✓ Reports to Head of Pastoral Care.
- ✓ 4 week contract with a potential extension.
- ✓ 42 hours per week. (Some weeks you may be required to work more than 48 hours. You will be asked to 'opt out' of the 48-hour Working Time Directive).
- ✓ Evening and weekend work required.

A WEEK AS A WELFARE LEADER

DAY	MORNING	AFTERNOON	EVENING
1	Breakfast and Lunch Duties	Dinner Duties and Welfare Check-In	OFF
2	Breakfast and Lunch Duties. Free-Time Games.	Dinner Duties and Welfare Check-In	OFF
3	Lunch Duties Free-Time Games.	Half Day Excursion to Harry Potter World	Night Duties.
4	OFF	Dinner Duties and Welfare Check-In	Night Duties
5	DAY OFF	DAY OFF	DAY OFF
6	Breakfast Duties	Dinner Duties and Welfare Check-In	Night Duties
7	Lunch Duties and Free-Time Games.	Dinner Duties	Night Duties

ADDITIONAL INFORMATION

This job description summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Head of Pastoral Care and the Centre Director.

PROGRESSION

Senior Welfare Leader, Head of Pastoral Care