

## Job Description – Homestay Co-ordinator

A key co-ordinating role in support of the Centre Management to ensure that the students have a safe and enjoyable time with UKLC.

The Homestay Co-ordinator is responsible for placing students in their pre-allocated families, communicating new information to the students, Group Leaders and host families regarding the programme and ensuring students arrive for scheduled classes / activities. They will also be available to hear any issues from the students / host family regarding the living arrangements.

### Essential qualities and skills:

- ✓ Eligibility to work full time in the UK
- ✓ Strong communication and interpersonal skills
- ✓ Experience working with young people
- ✓ Energy and enthusiasm
- ✓ Ability to work as part of a team
- ✓ Level One 'Basic Awareness Safeguarding' trained
- ✓ Adaptability and flexibility

### Desirable qualities and skills:

- ✓ Knowledge of the local area
- ✓ A first aid qualification

### Duties:

- ✓ Ensure the welfare and protection of the students in accordance with our Safeguarding Policy
- ✓ Ensure that the UKLC Operations and Safeguarding Handbook (OSH) is adhered to by host families
- ✓ Attend the staff induction and assist with the centre set up as required by the Centre Management
- ✓ Meet and greet host families
- ✓ Help the Centre Management ensure that groups are met with a warm and efficient welcome
- ✓ Help with the allocation of students' host families and any issues that may arise
- ✓ Ensure that all students have a full orientation, attend the welcome talk and are issued with their ID wristband and lanyards
- ✓ Ensure that all students are aware of the correct route to and from the campus
- ✓ Ensure all host families receive the students' completed enrolment forms, that have been checked and signed by the Group Leaders (within first 24 hrs of stay)
- ✓ Ensure that each student's cultural, religious and dietary needs are met and respected by liaising with the host families
- ✓ Meet students on a regular basis throughout the day ensuring they have arrived for scheduled lessons / activities. Ensure students do not leave site until host families have arrived to transport them home on evening activities (unless other arrangements have been made).
- ✓ Work with all staff and group leaders to maintain staff and student discipline
- ✓ Work with Group Leaders and host families to ensure the welfare of the students in their groups through scheduled meetings and regular contact
- ✓ Liaise with relevant staff at the centre to ensure that any problems regarding student welfare are communicated
- ✓ Be the first point of contact for students / host families for any issues
- ✓ Attend regular meetings with the staff (particularly the EAM) to ensure you are aware of any amendments to programmes / timings that you will need to inform the host families of
- ✓ Regular contact with host families' / group leaders regarding programme timings
- ✓ Feedback regularly to the Centre Manager
- ✓ Complete exit feedback at the end of your contract
- ✓ Teach / coach if necessary (qualified staff only)
- ✓ Maintain the good name and reputation of UKLC at all times

This job description is an outline of your main responsibilities. Within the context of your contract of employment, the company may, within reason, request you undertake other tasks and duties as needs dictate.

**Weekly salary range is from £340.**

**All salaries are paid monthly in arrears.**

**Full board accommodation is provided.**