

## Job Description – Safeguarding and Welfare Co-ordinator (SWC)

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 Safeguarding and Welfare Co-ordinator (SWC) will assist the Centre Management in implementing UKLC Safeguarding policies and ensuring that the centre is fully compliant. They will give the necessary support in order to ensure that matters of safeguarding and the promotion of student welfare are paramount and that all staff, Group Leaders and students understand and adhere to the UKLC Safeguarding Policy and Child Protection Policy as referred to in the Operations and Safeguarding Handbook (OSH). They are also responsible for quality assurance in terms of obtaining, measuring and collating feedback from students and leaders and passing it on to Centre Management and Head Office.

### 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

### Desirable qualities and skills:

- ✓ Experience of working in a residential setting.
- ✓ Experience of counseling or mentoring young people.
- ✓ Level two 'Advanced Safeguarding for Designated Staff' trained
- ✓ A first aid qualification
- ✓ Sports coaching qualification
- ✓ EFL teaching certificate and/or experience

### Working Hours:

A Safeguarding and Welfare Coordinator is required to work 22 sessions per fortnight. A session is defined as approximately three and a half hours in the morning, afternoon or evening. Generally, a session includes a half-hour break. In some centres, it will be necessary for Safeguarding and Welfare Coordinators to work on six consecutive days.

### 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 all staff, Group Leaders and students
- ✓ Attend the staff induction and assist with the centre set up as required by the Centre Management
- ✓ Liaise with Head Office to ensure that every member of staff has had their ID checked at induction and original copies of their certificates seen
- ✓ Meet and greet students at the airport and accompany them to the Centre as required
- ✓ Help the Centre Management ensure that groups are met with a warm and efficient welcome
- ✓ Help with the allocation of accommodation and any issues that may arise
- ✓ Ensure that all students have a full orientation, attend the welcome talk and are issued with their ID wristbands and lanyards
- ✓ Ensure that all adults (staff and Group Leaders) are issued with and wear their ID badges and wristbands at all times
- ✓ Oversee the completion and collection of student enrolment forms, check with Group Leaders that they are correct and signed then ensure that they are stored correctly and easily accessible
- ✓ Ensure that fire drills are conducted and that students are aware of fire procedures. Ensure that all fire lists are completed and kept up to date
- ✓ Assist with (or where necessary lead) the Group Leader Safeguarding training
- ✓ Conduct checks on excursions pre-departure
- ✓ Ensure that each student's cultural, religious and dietary needs are met and respected by liaising with the Centre Manager, catering and other college staff
- ✓ Work with all staff and group leaders to maintain staff and student discipline
- ✓ Work with Group Leaders 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
- ✓ Ensure that all accidents and incidents are appropriately recorded by the relevant staff and submitted to Head Office
- ✓ Ensure that all risk assessments have been signed off by staff and Group leaders and submit records to Head Office
- ✓ Be the first point of contact for students who have welfare or safeguarding issues and organise a regular "surgery" time where students can come and discuss any issues
- ✓ Ensure that all students, Group Leaders and staff complete and submit their feedback to Head Office
- ✓ Feedback regularly to your Centre Manager and Senior Leadership Team
- ✓ Complete exit feedback at the end of your contract
- ✓ Organise doctors/hospital appointments should the need arise
- ✓ Attend regular meetings with the staff
- ✓ Devise staff rotas for the supervision of mealtimes and end of activities in co-ordination with the Centre Manager and the Excursions and Activities Manager
- ✓ Be on duty where required for mealtimes and evening supervision
- ✓ Teach if necessary (qualified staff only)
- ✓ Lead and supervise activities as directed
- ✓ 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 is £400.**

**All salaries are paid monthly in arrears. Full board accommodation is provided.**