

PARTICULARS OF EMPLOYMENT

Post title:	Welfare and Social Organiser
Salary Scale:	Basic rate of £279 per week plus accrued holiday pay. Increments available
Department:	Welfare
Contract:	Temporary, Fixed Term
Responsible to:	Centre Director, Welfare and Accommodation Manager (if appropriate)
Maximum hours per week:	48 hours over a 6-day week

MAIN DUTIES

Working closely with the Centre Director and other staff members, be responsible for all aspects of student welfare at the centre, ensuring their wellbeing and safety.

Plan and allocate accommodation

Organise student transfers to/from airports

Responsible for Health and Safety at the centre

Take part in the leisure programme when time allows.

KEY RESPONSIBILITIES (This list is not exhaustive)

Welfare

1. To have read and understood the supervision manual and staff handbook and be fully conversant with our policies for the welfare and protection of children. At all times whilst on duty, staff are responsible for the care, welfare and safety of students whilst ensuring they follow the school rules.
2. Ensure that each student's cultural, religious and dietary needs are met and respected.
3. Manage lights-out duties: write staff supervision rota, supervise other staff on pastoral care duties.
4. Night time duty 4 nights per week (10pm to 1am).
5. Help students to adjust to life in Britain and to understand information concerning personal safety, British law and centre rules.
6. Organise and participate in student orientation and induction, including ensuring that each student has an ID card on arrival, and arrange for the collection and issue of bus passes (where applicable).
7. Ensure that Group Leaders are supervising their students effectively by making regular patrols of the campus during the day.
8. Ensure that all students attend the set activity/lesson.
9. Supervise students during student free time on a rota basis.
10. Plan accommodation for arriving students, organising pre-arrival and departure checks and damage surveys.
11. Assist with airport transfers and student arrivals/departures.
12. Be responsible for Health and Safety issues in accommodation buildings and undertake fire warden duties. Ensure everyone is aware of emergency procedures.

13. Ensure information relating to fire, Health and Safety and medical emergencies is correctly displayed on the information board, in residences and in the Common Room.
14. Ensure that all Stafford House Health & Safety policies are implemented and monitored.
15. Ensure that accurate rooming lists are kept and fire drills are carried out on a regular basis.
16. Build a community spirit in the house/block via notice boards, house rules and competitions.
17. Maintain student discipline in residences, liaising with management team and Group Leaders. Report all damages to Centre Director and Group Leaders immediately.
18. Act as a Group Leader for individual students if necessary. Duties would include ensuring their welfare, dealing with queries, supervision and wake up calls.
19. Liaise with accommodation office/hall staff to ensure that housekeeping and maintenance duties are completed to a satisfactory standard.
20. Liaise with Group Leaders daily, both informally and at scheduled meetings.
21. Keep a daily log of issues, incidents, activities and work done.
22. Collect and read student and Group Leader feedback questionnaires, taking any action required in consultation with management.
23. Meal time and free-time supervision duties as required.
24. Co-ordinate laundry and collect laundry fees from students (where applicable).
25. Assist Centre Director with staff induction day.
26. You are not expected to be on duty between 1 am and 7 am..

Activities and Excursions (when time allows)

27. Escort groups on excursions, ensuring the safety and welfare of the students, as well as providing them with information to help them get the maximum benefit from their stay.
28. Actively lead activities as directed. Some planning may also be involved.
29. Actively encourage the involvement of students in activities and excursions, leading by example.

Other duties

30. Administration duties, as allocated by the Centre Director. These may include managing airport transfers, controlling petty cash, or assisting the Activities Manager.
31. Teach when necessary e.g. teacher absence/insufficient student numbers (qualified staff only).
32. Additional duties as required.

INFORMATION

The post of a Welfare and Social Organiser is a residential one and includes all meals and accommodation. They are responsible for the welfare, safety and security of students in residential accommodation (including assisting in the arrival and departure of students and carrying out airport transfers). They may also be asked to act as a Group Leader for individual students. Part of the Welfare and Social Organiser's role is a supervisory position, and involves acting as team leader for teachers and activity staff on lights out duty, and ensuring that Group Leaders are monitoring their own students. A crucial part of the role is to be on duty from 10pm to 1am four nights per week (each night shift from 10 pm to 1 am), as well as supervising students during the students' free time. Additional duties may include taking an active part in the leisure programme, plus related administrative tasks. Welfare and Social Organisers may be asked to take on any task, and a high degree of flexibility and initiative is required. The post involves administrative duties and strong administrative and prioritising skills would be an advantage.

WSOs work up to a maximum of 48 hours a week over a six-day week, and all full-time staff receive one full day off per week

On the application form, you will be required to sign a form declaring details of any criminal convictions, cautions, reprimands and final warnings, and any other information that may have a bearing on your suitability for the post. Furthermore, if your application is successful, you will be subject to a CRB Enhanced Disclosure or Disclosure Scotland background check.

All non-management staff undergo a paid induction day, and you may be asked to start work immediately after this induction. Both the induction and the work afterwards (if applicable) are paid and count towards your maximum of 48 hours per week.