**Accommodation and Welfare Officer**

**Contract:** Full time, Permanent (three month probationary period)

**Start date:** 9th January 2017

 **Salary:** £17,500-£19,000

Under the management of the PA to the Director, the post holder will source, assess and allocate young learners to appropriate homestay hosts. In conjunction with the Safeguarding Team, the role will include ensuring relevant policies and procedures are in place and followed to safeguard the welfare of the young learners. The post holder will be part of a small, busy team working to deliver a varied and appealing education programme to international students aged 11-18.

**Provision of accommodation:**

* Ensure that the database is kept up to date with all homestay host and student information
* Allocate registered students to appropriate homestay hosts in a timely fashion
* Generate reports needed from the database for party leaders and the school
* Maintain clear communication with homestay hosts to ensure they are informed of upcoming student arrivals
* Maintain a good working relationship with homestay hosts
* Ensure that all areas of the Safeguarding Policy that relate to homestay hosts are adhered to, including making sure DBS checks are carried out for the main carer in all homestay host households
* Coordinate the annual updating of all current homestay host information
* Organise inspection/induction visits with all new hosts and ensure they are carried out to a consistent high standard
* Ensure that all existing homestay hosts are re-visited regularly
* Liaise with the PA to the Director to advertise for and recruit new homestay hosts

**Student Welfare:**

* Ensure that all students receive an appropriate ‘welcome talk’ that covers key welfare/safeguarding information
* Make yourself available to any students who wish to discuss a welfare concern during office hours
* Maintain an awareness of the groups visiting the school and liaise with the group leaders to ensure all students are happy
* Maintain a particular awareness of independent students visiting the school and ensure they are supported throughout their stay
* Follow up any reported welfare concerns and liaise with the Safeguarding Team where necessary
* Ensure that all reported welfare concerns are appropriately documented
* Should any safeguarding or child protection issues arise, contribute to ensuring that appropriate procedures are followed

**General duties:**

* Assist in the coordination of the on-call rota
* Undertake other tasks from time to time as deemed necessary by the Director

**On call duties:** (Additional payment is made to undertake on call duties)

* To be carried out on a rota basis, usually for one week in every five. Less is required during the winter
* Carry the on call phone to deal with out of hours queries from students, foreign leaders and homestay hosts
* Remain at the school for an additional 15 minutes on the first day of a new group to ensure all students depart safely
* Meet arriving and departing groups; ensuring all students are safely matched with their homestay hosts
* Additional payments are as follows:
* Discos £25 per evening
* General on call duties up to 99 students - £8 per week day duty

 £12 per weekend day or Bank Holiday

* General on call duties 100+ students - £10 per week day duty

 £15 per weekend day or Bank Holiday

* Meeting a group of up to 25 students £15
* Meeting a group of more than 25 students £25
* Group departure of up to 25 students £12
* Group departure of more than 25 students £15

Actual call out £8 per hour. Mileage 0.39 per mile