



Bexhill 6th Form College

Job Description

Title:	International Student Welfare Officer
Responsible to:	Director of Services Supporting Learning
Responsible for:	Providing cover for the student houses Providing welfare support for all International Students Providing support and activities for all international students Host family liaison/communication

Background

The College has around 140 international students attending the College each year. Many of these students live in one of the three Student Houses with a House Parent providing guardianship. The other students live in Host Family Accommodation in and around the Bexhill and St Leonards area. This role is central to supporting this work. It is a broad role which will require 37 hours of work a week, all year round. The delivery of the 37 hours will need to be flexible and may vary week on week depending on the tasks required of the role each week.

Role Description

The post is integral to the support we offer to our international students. The post holder will be the main point of contact for all International Students and will be the first person that they contact if they have an issue or problems.

A key function of this post is to cover the house parents as outlined below and in doing so being an adult present in the College's houses and taking responsibility for the welfare of the students. When covering the student houses the post holder must be willing to act as a parent figure who is generous with their time and responsive to the needs of the students. The post requires someone who likes and understands young people and is able to demonstrate common sense. They should be enthusiastic and inspirational to students. They should have good interpersonal skills and the ability to interact with young people and their parents or guardians. A can-do attitude and ability to problem solve is also essential. They will need a clean DBS, a full driving licence and access to a car.

MAIN DUTIES

This is a broad and flexible role. The role will require the post holder to:

- In the case of absence of the Assistant House Parent, provide cover for house parent days off. This will require the relief houseparent take responsibility for the student houses between 8.30am and 7.00pm.
- Provide cover for the House Parents weekends off. This will be up to 12 weekends a year where there will be the need to live in one of the student houses from Friday evening until Sunday evening. These are planned well in advance. A list of the house parents' duties is attached.
- Provide cover for any absence or sickness of house parents in an emergency
- Provide activities/enrichment sessions for all international students.
- Work with the international team to support the wellbeing of all international students
- Lead on the liaison with host families – carrying out home visits, ensuring all required checks are made and assisting in placing students in appropriate host families.
- To support the front of house services for the Colleges theatre, particularly in holiday periods when cover for house parents is not required.

- Arrange activities and run enrichment sessions for international students at the College as agreed.
- Offer trips and promote the trips offered by the College recommended trip organiser and encourage students to take part in the trips. Contribute to the planning and organising of these trips as required.
- Attend student trips as a staff member as required
- Be the first point of contact for all enrolled international students who may have any worries or concerns.
- To support the admin of International admission as required
- Co-ordinate international student arrival and leaving dates
- Organise airport collections on arrival for international students and collect students from the airport as required
- To take a lead role in organising international student inductions/enrolment
- Promote the 'rules' of the student houses ensuring students are aware of the expectations and requirements of living in College accommodation.
- Support the College in taking action when students do not follow the 'rules' of the student houses. This may include undertaking investigations, presenting findings to senior staff or implementing minor disciplinary sanctions with the authorisation of a senior staff member
- Carry out all host family student settling in visits/meetings and report any issues to the international team
- Help students settle into college life and support students in achieving a good work ethic.
- Encourage and motivate students to gain the best from their experience in the UK.
- Be part of the invigilation team, undertaking invigilation as required across the year
- Ensure that any Child Protection or Safeguarding concerns you may have is reported to the relevant Child Protection Officers at the College.

The list of duties is neither definitive nor exclusive and the range of tasks would embrace many incidents and situations which are not stated but require initiative and common sense to be applied.

In weeks where weekend cover for one of the House Parents is required, the additional days of work will be given as Time Off in Lieu at an agreed time.

General

- To follow College policy in the management of Health and Safety in all aspects of your work, including a pro-active approach to Risk Assessment for all your duties.
- Undertake regular appraisal and professional development to ensure proper delivery of these responsibilities. This includes training as required to maintain up to date knowledge of legislation and best practice and using this knowledge to review College policies and procedures.
- Follow good practice and College policy in all aspects of the work and in the management of staff and resources. The post-holder will show an awareness of, and compliance with, all College policies and procedures, but particularly those relating to Health & Safety and Equal Opportunities.

Undertake any reasonable task at the request of the Director of Services Supporting Learning, Principal or designated Deputy.

Extract from House parent Job description which will be relevant when on cover

- *Provide an adult presence during agreed hours of duty and cover for emergencies.*
- *Plan, prepare, cook and serve 1 evening meal for students on the catering package within the allocated budget.*
- *Plan and provide breakfast and lunch for students on the catering package within the allocated budget.*
- *Shop as required to ensure that food supplies are maintained.*
- *Clean communal areas of the house including organising any student rotas as required.*
- *Ensure a general standard of cleanliness is kept in student accommodation including ensuring students present their bedding for washing.*

- *Promote the 'rules' of the house ensuring students are aware of the expectations and requirements of living in College accommodation.*
- *Maintain a good standard of cleanliness in House Parent's private accommodation.*
- *Launder students bedding and towels as required.*
- *Take responsibility for students' well-being.*
- *Ensure awareness of students' individual health problems.*
- *Assist/advise students in the arrangement of medical and dental appointments as appropriate and accompany students when necessary.*
- *First line medical assessment including looking after students with minor illnesses and giving out non-prescription medicines.*
- *Ensure that any Child Protection or Safeguarding concerns you may have is reported to the relevant Child Protection Officers at the College.*
- *Ensure student follow routine as appropriate to their timetable.*
- *Ensure students adhere to the rules of the house, discipline where necessary, in conjunction with the Director of Services Supporting Learning/Vice Principals.*

Person Specification

Essential

PERSON SPECIFICATION INTERNATIONAL STUDENT WELFARE OFFICER

- Educated to at least level 3; preferably level 4.
- Excellent communication and interpersonal skills including good listening skills
- Warm and friendly disposition with a sympathetic personality
- Assertive and confident to deal with challenging students and situations
- Ability to relate well to young people and responsive to their needs
- Flexibility in your approach to your work, willing to go the extra mile
- Sense of Humour
- Sensitivity, tact and diplomacy
- Enthusiastic and inspirational
- Co-operative with a can-do attitude
- Physically fit
- Understanding of a range of different nationalities, cultures and practices
- Ability to give support where necessary but also to enforce boundaries and expectations
- The ability to deal with emergencies calmly
- The ability to work in a team
- Patience with the ability to remain calm under pressure
- Good organisation, writing and IT skills
- Practical skills for housekeeping
- Have a sound knowledge of first aid or be willing to train for basic first aid skills
- Be discreet and adhere to confidentiality
- Have an understanding of safeguarding and child protection issues and/or be willing to attend training days in relation to current issues at the College.
- Good knowledge of technology and electronic systems.
- High standards of dress and behaviour.
- Driver with access to a car
- Able to drive the minibus would be an advantage

Role may also include some duties within the College depending on the skills of the individual and depending on the number of Full Board students

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