



## Job Description for Residential Leisure and Welfare Supervisor

OISE's academic mission is to be the world's leading organisation for intensive language teaching which is both demanding of the participants and fulfilling in its results.

### Main purpose of the Job

Reporting to: Course/Leisure and Welfare Leader

- To inject life into the Leisure Programme, providing a stimulating and culturally enriching experience for the students.
- Has an overriding responsibility for the students' welfare and safety at all times during the course including times outside the normal duty rota.

### Responsibilities

#### Leisure

- Prepares, leads and supervises activities and excursions on a rota basis whilst also maintaining appropriate student/staff ratios as advised by Course/Leisure and Welfare Leader.
- Ensures maximum safety precautions are taken for all activities and excursions and completes and adapts risk assessments as required.
- Develops materials and resources for the leisure programme, communicating with the Course/Leisure and Welfare Leader if supplies need replenishing.
- Completes administrative tasks as directed, including maintaining leisure notice boards and ensures students complete work set during the cultural excursions.
- Deals with students in a helpful, courteous and professional manner whilst encouraging full and enthusiastic involvement by students in any scheduled activities.
- Co-operates with the Course Leader and on occasions with third party agents, colleagues from language agencies, and British Council Inspectors in the observation and evaluation of activities.

#### Student Welfare

- Welcomes students on arrival days, assisting with calls to parents, orientation around the site, checking into rooms, banking, and providing initial "getting to know you" entertainment as directed.
- Supervises "going to bed" and "getting up" routines as well as breaks on a rota basis.
- Monitors the health and safety, welfare and discipline of students, anticipating, responding appropriately to and recording/communicating to the Course Leader incidences of discrimination, bullying, and damage.
- Monitors the whereabouts of students through the morning meetings, mealtimes and in the evenings, ensuring that curfews are kept and bed-times respected.
- Acts as courier on arrival/departure days as required, accompanying the students to and from the Welcome Lounge/Airports.
- Is available to assist students with laundry, banking, and ensuring rooms are kept tidy and respectful to others.

#### Other

- Arrives one day before start date to attend pre-course meeting and training.
- Attends regular staff meetings for briefings, liaising with the academic team and discussing welfare issues as well as in-house training sessions.
- Supervises students including attendance and behaviour, dealing with emergencies and issues as and when they arise.
- Is responsible for the safety, welfare and safeguarding of OISE students and is aware of and adheres to all OISE policies and procedures.

QUALIFICATIONS & EXPERIENCE	REQUIREMENTS OF THE JOB	PAYMENT
- Experience of working with teens - DBS checked - Level One Safeguarding including Prevent Duty (OISE can assist with obtaining this, and pay for a DBS application on acceptance of a job offer.) - Desirable: suitable leisure qualifications e.g. lifeguarding, first aid, sports management.	- Attendance at OISE training event. - Arrival at centre one day before course start date. - Attendance during the course on a rota basis for six days per week. - Approximately 48 hours per week. One full day off per week to be taken on a weekday.	- £310 per week including full board. plus supplement: - £25 per week for returning staff who have worked for at least one season with OISE Young Learners' Schools