

Welfare / First Aid Officer Spring & Summer Residential

Oxford Spires International part of the Oxford Active Group provides exciting education and learning experiences for international students from overseas aged 8-17 years.

Overview

To be responsible for the welfare and wellbeing of a group of residential students as part of our residential junior vacation course team and strive to ensure that each student has a safe, enjoyable and beneficial experience with us.

Key Duties

Pastoral Care (rota)

- Oversee allocated house duty each day, including wake-up calls, escorting students around the school, supervising students in the residence and 'lights-out'
- Supervise students in the evenings and at mealtimes
- Be on call overnight if students have any problems or need attention
- Be ready to assist at any time with an emergency situation, or where a student is ill or injured
- Engage with the students in a friendly and professional manner
- Designate a student noticeboard for identifying welfare by name & photo, so that all enrolled students are appropriately cared for

Activities

- Help to plan, deliver and supervise engaging, communicative, fun and appropriate activities for groups of international students, both on and off-site. Activities will include sports, art, drama and music. Some pre-prepared activity plans and equipment will be provided, but these will need adapting according to the needs and dynamics of particular student groups. Other activities may need to be prepared from scratch, as part of a team.
- Communicate regularly and effectively with fellow staff and the Senior Management Team
- Supervise full day, off-site excursions to places such as London and Bath
- Actively promote student welfare and safety at all times
- Complete any necessary paperwork required by the role, such as registers and activity plans
- Supervise rota for supervision of evening activities and full day weekend off site excursions
- Create and maintain school noticeboards, including posting the daily timetable on the student noticeboard every morning

General Supervision

- Assist with student supervision during break and meal times (on a rota basis)
- Help to maintain student behaviour, safety and welfare, and ensure that the students do not breach the rules of the school
- Supervise airport arrivals and departures, as necessary
- Take part in the overnight on call duty rota

Other

- All staff are expected to assist with keeping the premises and company equipment clean, safe and in good order
- All staff are expected to ensure that they have the necessary information and paperwork before commencing any activity. For example, ensuring they are fully informed and prepared to lead a walking tour, have up-to-date student registers and relevant equipment
- All staff have a responsibility for implementing Oxford Spires International's policies and procedures, and representing the school to the highest standard
- Assist Senior Management in creating room lists and registers when necessary
- Undertake other duties, appropriate to your post, as may reasonably be required by Oxford Spires International

Essential requirements

- Outgoing and enthusiastic personality
- Approachable and empathetic to students needs
- Must have a strong understanding of safeguarding requirements
- Excellent spoken English language skills
- Ability to work as part of a team, and also to use own initiative
- Strong communication skills
- A flexible, cooperative, and responsible attitude
- Reasonable level of fitness and knowledge of the rules and organisation of sports and games
- All staff will be subject to safeguarding checks including an enhanced DBS disclosure

Desirable attributes

- Previous experience of working with young people at an EFL summer school/residential school programme
- Local knowledge of Oxford and other cities, such as London and Bath
- Specific skills in areas such as sport, art and music
- First aid certificate
- Full, clean driving licence

Job Description



We are an equal opportunities employer and appreciate all interest in joining the Spires team.

Successful shortlisted applicants will be asked to provide referees prior to interview, and successful applicants will undergo our safeguarding checks in line with our Safeguarding and Recruitment Policies.

All staff are subject to strict safeguarding checks in line with our Safeguarding and Recruitment Policies which include obtaining an Enhanced DBS Disclosure, and overseas criminal checks (if applicable).