



Summer 2024

Head Of Residential & Welfare Job Description

Job Title:	Head of Residential & Welfare (HoRW)
Organisation Name:	Brownlee Language International Summer Schools (BLISS)
Location:	Perthshire, Scotland or Yorkshire, England
Department/Section:	Residential
Availability:	Must be available on 27 th & 28 th June 2024 for training and from 30 th June-11 th August 2024 for Summer School.
Working Hours:	The post-holder may be required to work in excess of 48 hours per week. Evening and weekend work will be required. The working week is 6 days per week.
Reports to:	Camp Manager
Salary:	Competitive. Dependent on candidate experience.
Benefits:	Staff uniform. accommodation, all meals, Wi-Fi. Laundry facilities also available.
Training Provided:	<ol style="list-style-type: none">1. Child Protection Training.2. Summer School Induction.3. Continuous and regular development throughout the contract.4. PVG/DBS provided.

Background to the Role:	<p>This position is fully residential. It is a fundamental role for the success of the Summer School, and the post-holder works closely with the Camp Manager, on all points.</p> <p>The Head of Residential & Welfare (HoRW) will be the team lead for all residential staff and is responsible for ensuring that every aspect of the residential element of the Summer School runs smoothly. This includes, but is not limited to, laundry, overnights and emergency calls.</p> <p>The post-holder is tasked with ensuring that, day by day, all the Residential Assistants know what their plans are for the day and have sufficient information and resources to ensure the evening activities run successfully.</p>
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	<p>This is a key position for the smooth running of the Summer School. Students will engage directly with the post-holder, so it is very important that you feel comfortable working with Summer School participants ranging in age from 8-17 years. We are looking to fill this post with someone who is confident as a leader and has empathy with learners. The post-holder must have a full understanding of the requirements for Child Protection and Safeguarding, knowing and understanding the distance that staff and students must maintain is crucial to this role. There cannot be any social media contact or any behaviour that contravenes our Child Protection and Safeguarding Policy. Ideally, we are looking to recruit a member of staff that will join us again for future Summer Schools.</p> <p>This role will have direct reports from the residential department. The postholder will be responsible for the running of the residential department, which includes meeting and greeting students, as well as ensuring students are ready for departure.</p>
<p>Purpose of the Role:</p>	<ol style="list-style-type: none"> 1. To safeguard students above all else. 2. To line manage the Residential Assistants and the BAT (BLISS After-dark Team). 3. To be a point of contact for the BAT. 4. To ensure that all students have a home from home and all are participating in one or more activities onsite. 5. To ensure the smooth running of all evening activities and assist with weekend excursions arranged by the Head of Activities & Excursions (HoAE). 6. To ensure the smooth running of social events, arranged by the HoAE) 7. To provide risk assessments. 8. To ensure student laundry is done in a timely manner. 9. Any other tasks as directed by the Camp Manager.
<p>Key Tasks and Responsibilities:</p>	<p>This role is very versatile and will ask the holder to be flexible, a team player as well as patient and forward thinking. Key tasks include but are not exclusive to the following:</p>



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	<ol style="list-style-type: none">1. To take responsibility for line managing the residential staff & BAT.2. To work closely with the Camp Manager and Head of Activities.3. To communicate regularly and effectively with residential, BAT and any other staff, as required.4. To welcome new arrivals and ensure that they are settled into their accommodation.5. Build a community spirit between groups in accommodation.6. To implement house rules.7. To ensure that each student's dietary requirements are met and that their cultures and religions are respected8. Liaise with residential staff regarding student pastoral care duties.9. Assist students to adjust to life in the UK and to understand information concerning personal safety, UK/Scottish Law, culture and values.10. Liaise with the BAT and ensure adequate student supervision during the night.11. Quality assurance that a daily log of First Aid issues, incidents/accidents is maintained and actions taken.12. Quality assurance that registered student are present and correct at activity sessions and accurate registers of their attendance maintained.13. Quality assurance of meal time supervision.14. Maintaining student discipline in residential areas, liaising with the BAT and reporting any damages to the Camp Manager.15. To ensure that students are fully prepared for their departure and that they are aware of their transport arrangements.16. Ensure that rooms are vacated and cleaned prior to new arrivals and the cleaning schedule is communicated to the cleaning staff in a timely fashion.17. Ensuring that housekeeping duties are completed to a satisfactory standard.
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	<ol style="list-style-type: none"> 18. Co-ordinate the planning and organisation of pre-arrival and departure checks and damage surveys to pass on to the Camp Manager. 19. To work in a team to ensure that students are participating in the schedule of activities, social events and offsite excursions. 20. To ensure that BLISS Health & Safety policies are implemented. 21. To wake up students and ensure they arrive at breakfast and classes on time. 22. To ensure that all schedules are up-to-date and any amendments circulated to staff and students in a timely manner. 23. To ensure students have all the tools they need to participate in the activities arranged by the Head of Activities & Excursions (HoAE). 24. To take responsibility for student laundry. 25. To run evening social events as arranged by the HoAE. 26. To ensure that lights in student accommodation are out at the designated time in the evening. 27. To take assembly in the afternoons and evenings, as agreed in advance. 28. To work to your own strengths. 29. To participate fully in all staff, activity and residential meetings. 30. Additional duties, as required.
<p>Additional Responsibilities:</p>	<ol style="list-style-type: none"> 1. To ensure that all mandatory training is completed before the Summer School begins. 2. Ensure that all pre-employment documents are completed and returned by the deadline given.
<p>Supervision of Staff (directly/indirectly)</p>	<ol style="list-style-type: none"> 1. Direct supervision of all Residential Assistants and Night Residential Assistants.



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Head Of Residential & Welfare Person Specification

Criteria	Essential/ Desirable	Evidence
Education/Training/Qualifications		
High standard of written and spoken English	E	Application/Interview
First Aid Qualification	E	Application/Interview
Child Welfare Qualification	D	Application/Interview
Previous Child Protection Training (although training will be provided).	D	Application/Interview
Lifeguarding Qualification	D	Application/Interview
Fire Safety/Fire Marshall Training	D	Application/Interview
Full UK Driving Licence (and access to transport)	D	Application/Interview
Work Experience		
Previous Summer School Experience	D	Application/Interview
Previous Residential Experience	E	Application/Interview
Previous experience working with learners of English	E	Application/Interview
Previous experience of line managing staff	E	Application/Interview
Knowledge/Skills/Attributes		
A responsible and safe attitude to the running of a residential camp	E	Interview
A responsible and safe attitude to excursion and all offsite activities	E	Interview
Be willing to complete the induction process and all mandatory and subsequent training provided	E	Interview
Ability to engage and communicate effectively with staff and students and maintain high standards of behaviour in the residential areas	E	Interview
Ability to lead the organisation of group activities	E	Application/Interview
Ability to adapt quickly to change and be flexible	E	Application/Interview
Ability to address large groups of young people	E	Application/Interview
Enjoy working with children and teenagers from different cultures	E	Application/Interview
Good problem-solving skills	E	Application/Interview
Be a team player as well as a team leader	E	Application/Interview
Ability to maintain long periods of physical activity	D	Application/Interview



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Good knowledge of Scottish Culture and History	D	Interview
Personal Qualities/Special Circumstances		
Eligibility to work in the UK	E	Application/Interview
Pass Disclosure Scotland/DBS or equivalent background checking/vetting procedures	E	Original certificate to be provided
A leader and mentor approach to life	E	Application/Interview
Clear and effective communication both verbal and written	E	Application/Interview
Approachability, patience and excellent inter-personal skills	E	Application/interview
Be flexible, outgoing, hardworking and sociable	E	Application/Interview
Enjoy working outdoors	E	Application/Interview
Ability to remain calm in an emergency situation	E	Interview
Maintain a smart personal appearance	E	Interview
Ability to remain positive and retain a sense of humour	D	Interview