



JOB DESCRIPTION

Role:	Local Liaison Officer
ILH Centre:	Ipswich School
Report to:	Centre Manager (CM)
Residential/Non-residential:	Non-residential

KEY ROLES

- Ensure the well-being and safety of all ILH students at all times.
- Provide welfare support, including out-of-hours emergencies.
- Attend all transfers to and from Ipswich School.

SPECIFIC RESPONSIBILITIES

Welfare

- Be available to Homestay providers and ILH Summer School staff as reasonably may be required at weekends and out-of-hours.
- Be responsible for the ILH 24-hour emergency phone.
- Assist in and monitor all general welfare problems in the evenings and at weekends and arrange for medical support if necessary.
- Be in attendance at Ipswich School after evening activities and Saturday excursions, to ensure that students are collected by their Homestay providers and if not, contact the Homestay provider to arrange collection.
- Ensure you have received accurate registers with student and Group Leader contact numbers and accommodation details.
- Ensure all students are happy and adjusting to UK life and enjoying their learning experience.
- Help to create a positive atmosphere and motivate students and support all staff.
- Ensure you have read all relevant ILH handbooks and are aware of your duties and responsibilities and signed all required documentation.
- Ensure you have read, understand and are compliant with all relevant ILH and ILC policies, and follow Health & Safety regulations.
- Ensure you are aware of the fire evacuation procedures and drills at Ipswich School.

Transfers

- Be in attendance to Meet and Greet all ILH students when they arrive at Ipswich School.
- Be in attendance when ILH students depart Ipswich School.
- Be available to Meet and Greet all ILH students at relevant airports, if necessary.
- Purchase and distribute bus passes to students and Group Leaders, as appropriate and under the direction of the Centre Manager.

Pre-course

- Attend the Homestay providers pre-course briefing at Ipswich School, as scheduled.
- Successfully complete a short, online Safeguarding course and provide certificate.





INTERNATIONAL
LANGUAGE CENTRES



INTERNATIONAL
LANGUAGE HOLIDAYS

**LOCAL LIAISON
OFFICER**

GENERAL ACCOUNTABILITIES AND RESPONSIBILITIES

Ensure compliance with and actively promote the Health and Safety at work legislation, ILC and ILH H&S policies and procedures, Equal Opportunities, Prevent and Child Protection & Safeguarding policies and ILH Code of Conduct.

Comply with the Data Protection Act 1998 (all employees of ILC and ILH will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required within the level of the post and the competence of the post holder.

DATES: Ipswich Summer Centre: **9 July – 6 August 2023**

SALARY: **£60 per week retainer for up to 5 hours per week and Sundays. For work done over the 5 hours, you will be paid at the rate of £12.50 per hour. (+ 12.1% statutory holiday pay, paid in the final week.)**

If you are unable to carry out your full duties within your contractual obligations, your salary will be adjusted accordingly.

It is the responsibility of all ILH employees to promote and safeguard the welfare of all children and young persons they are responsible for or come into contact with. All employees will be asked to undertake a Disclosure and Barring Service check (DBS).





PERSON SPECIFICATION

Essential:

- Eligibility to work in the UK
- Over 18
- Genuine interest in working with Young Learners
- Excellent organizational and leadership skills
- Ability to deal with difficult situations
- Ability to make sound decisions
- Willingness to accept responsibility
- Good knowledge of the local area
- Driving license and access to a car
- Understanding of Safeguarding issues and Prevent Duty
- Ability to work evenings and weekends as required

Desirable:

- Experience of working with Young Learners
- Experience of working at a summer school
- Experience of hosting overseas students
- Valid, enhanced DBS certificate for the child workforce
- First Aid training

PERSONAL QUALITIES

Essential:

- Professional attitude
- Strong sense of responsibility
- Good listener
- Enthusiastic
- Willingness to be flexible
- Problem-solving skills
- Good social and communication skills
- Ability to remain calm under pressure
- Ability to relate to all staff at all levels
- Ability to build effective working relationships
- Self-confident
- Culturally sensitive
- Patient