



Yellow Shirt Junior School Leeds

Job Description

Student Induction and Orientation

- Participate in new student inductions when required by Social Programme Co-ordinator using the CES induction presentation
- Stress the importance of personal safety and looking after valuables.
- Take the students on a town walk each Monday afternoon, or as required.
- Develop alternative walk sequences, covering all areas of town of interest and potential usefulness to students.

Leading the Social Program

- Leading the activities as allocated to you by the Centre Manager or Social Program Organiser
- Taking allocated groups on half day and full day excursions as per your allocation
- Being responsible for all students in your care, including taking of registers before an excursion leaves for a destination and also before it returns from a destination
- Taking part in evening activities as allocated by the Centre Manager or Social Program Organiser.
- Advertising and promoting activities to the students
- Monitor student satisfaction with the social programme through questionnaire analysis by different groups and nationalities and improve accordingly.
- Observing health and safety procedures for sport
- Invigilate students during breaks and on activities including junior discos and excursions.

Student Morale

- Regularly visit students' common rooms, gardens, classrooms and chat to the students.
- Attempt to ensure English is spoken amongst them.
- Encourage students to participate in school activities.
- Pay particular attention to shy or homesick students, gently cajoling them to join in activities.

Administrative Tasks

- Prepare notices for the social programme notice boards and classrooms and staff rooms where appropriate, using the social programme computer.
- Display photographs of enjoyable social activities and post ideas for students' spare-time activities on notice boards.
- Keep all notice boards tidy and well presented.
- Maintain inventory of equipment needed for social programmes (eg. tennis rackets, footballs, volleyballs, etc.) and ensure they are returned to secure storage after use.
- Compile all students' handbooks and manuals for group leaders and excursions.
- Conduct risk assessments prior to all activities.

Additional Duties

- Assist the Principal, Director of Studies and other members of staff with tasks such as moving furniture and books, building security, etc.
- Be familiar with fire emergency procedures in all sites.

Child Protection and Safeguarding

Sam Howard is the Designated Safeguarding Persons (DSP)). Any child protection or child safeguarding issues should be brought to her attention in the first place.

Centre of English Studies places the highest importance on providing a safe and secure environment for all of our students and staff, but especially for young learners and juniors. Our recruitment processes and procedures will reflect this on-going commitment by making every reasonable effort to ensure that we employ appropriate, highly qualified members of staff who understand and share this commitment.

In particular all staff should:

- be familiar with CES documentation (including the CES Child Protection and Safeguarding Policy) regarding the care of under 18s, and report any potential safeguarding issues as soon as they occur with this age group to the Principal or Designated Safeguarding Persons (DSP).
- actively monitor student welfare, at all times paying particular attention to the care of under-18s in the school and report any areas of concern to the Principal or Designated Safeguarding Persons (DSP) immediately.
- be aware of and implement the school's policy on bullying and abusive behavior
- monitor and report issues to the Principal or Designated Safeguarding Persons (DSP) should they occur.
- undertake such training as is required by the school (and UK legislation) in order to maintain full and up to date knowledge of child protection and safeguarding issues.

Policies and procedures

All members of staff must read the policies and procedures as detailed in the Employee Handbook and the school Policies and Procedures folder, copies of which are kept in each office. Staff must sign that they have read all policies and procedures on the form provided at the front of the folder.

All staff must read, understand and abide by the procedures, duties and responsibilities as outlined in the CES Child Protection and Safeguarding Policy. You will be given your own personal copy of this policy. If you are not given one please ask your line manager. The full policy may also be viewed online at: <http://www.ces-schools.com/Worthing/Policies-and-Procedures>