

International House London – Young Learners Job Description 2019

This job description summarises the purpose of the job and lists its key tasks. It is not a definitive list of all tasks to be undertaken as those can be varied from time to time at the discretion of the Centre Manager and/or Young Learners Management.

POST TITLE	Student Helper (Residential)
LOCATIONS	<ul style="list-style-type: none"> • International House Ellesmere, Ellesmere College, Shropshire, SY12 9AB • International House Oxford, St Edward's School, Woodstock Road, OX2 7NN
SALARY	<p>This is a work experience placement. You will receive £120 or £150 (depending on amount of hours worked) per week plus 12.07% holiday pay. This will be subject to PAYE and NI at the standard UK rates.</p> <p>You will also receive £80 for attending a 2 day Induction programme</p>
DATES	<p>Oxford: from 8th July to 15th August Ellesmere: from 8th July to 15th August</p>
REPORTING TO	Centre Manager
CONTRACT	<p>From 2 to 6 weeks depending on locations</p> <p>Hours of Work: You are required to work such hours as are reasonably required to carry out your role effectively. Your normal hours of work are 48 per week over a six day week. This position involves working on weekends and other unsocial hours. You may be required to work in excess of 48 hours per week and therefore will be required to opt-out of the European Working Time Regulations</p>
WEEKLY HOURS	<p>16 and 17 years old: 5 days per week, 6 hours per day, plus an hour for lunch</p> <p>18 years old or over: You will work 2 out of 3 sessions a day, plus pastoral duties. 1 day off per week to be agreed with Line Manager.</p>
PURPOSE OF JOB	To help out in all areas of Young Learner programmes at either

Job Description

Main Duties:

- To help unpack and distribute all resources
- To help set up offices
- To prepare staff and student ID cards and take photos
- Make staff/student photo boards and help put signs up around the centre
- Distribute the post
- Help make daily programmes
- Help run the school tuck shop
- Check student attendance and report/find any missing students
- Encourage students to mix with students from different nationalities
- Assist with activity sessions
- Promote and safeguard the welfare of students in your care.
- Assist in lessons when required

Person specification

Essential

- Good communication skills
- Good interpersonal skills
- IT Literate
- Ability to multi task

Desirable

- Experience of working with students
- Safeguarding Training

Please note that if you are successful at the interview stage all offers are subject to two references, a Disclosure and Barring Service Check and Police Check (if living abroad) that are considered satisfactory to IH London.

Job Description correct as of November 2018