

Location: Oxford

Dates: July – August 2025

Salary: £768.17 per week

Join Our Team as Assistant Welfare Manager – International House London Young Learners

If you're enthusiastic, passionate, and ready to inspire young learners, we are excited to invite you to join our team at **International House London**, for the upcoming Young Learner summer season!

What we're looking for

We are seeking an **attentive, organised, and caring Assistant Welfare Manager** to support the Welfare Manager in running the department.

To apply, you must have:

- GCSEs (A*-C) or equivalent
- Experience working with children
- English proficiency level of C1+
- Experience in residential or pastoral duties
- A positive, flexible, "can-do" attitude
- Good communication skills
- A commitment to creating safe, inclusive spaces for all students
- First aid, medical or psychology background or experience

What the job is about

As Assistant Welfare Manager, you will support the Welfare Manager to ensure all students receive excellent pastoral care, guide House Supervisors, and liaise with the centre management team to address welfare concerns. You will handle queries from group leaders and parents, oversee the well-being of unwell students, and support the welfare team in maintaining a safe, inclusive, and supportive environment throughout the summer school. You will be part of an experienced leadership team, receive paid induction training, and benefit from ongoing CPD throughout your contract.

Salary

£768.17 per week (£685.44 + 12.07% holiday pay)

Plus paid induction programme

Contract details

- Contracts available from 1-6 weeks, depending on operational needs
- Up to **44 hours per week** across six days with one full day off per week
- Evening and weekend work expected as part of the residential schedule
- Free accommodation in single rooms with staff-only shared bathrooms
- Three meals a day + free tea and coffee

Location

Oxford – St Edward's School (ages 8–17) - 1st July – 12th August 2026

Why Choose Us?

International House London have delivered unforgettable summer school experiences across the UK since 2011. We are a British Council-accredited organisation and proud member of the International House World Organisation. We place our students' safety, happiness, and well-being at the centre of everything we do. We're committed to creating memorable moments for every young learner while supporting our staff with professional development, skills training and a collaborative environment. It's no surprise so many of our staff return year after year!

In our most recent, British Council inspection (2024), we were recognised for strengths across multiple areas, including strategic and quality management, student administration, care of students, and leisure opportunities.

With us, you will:

Work in a positive, professional environment

Join a welcoming team with many returning staff

Gain experience in the medical, pastoral and well-being field

Strengthen your CV with real pastoral and residential experience

Develop your team leadership skills through observation and monitoring

Right to Work

Applicants must have the **right to work in the UK**. All appointments require a **DBS/Police Check** and satisfactory references.

Application Information

International House is committed to safeguarding and promoting the welfare of all young learners. <https://www.ihlondon.com/wp-content/uploads/2025/06/YL-Safeguarding-Policy-2025-updated-02.06.pdf>

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.

Due to the nature of this role, we are unable to offer sponsorship. Therefore, applicants must have valid right to work in the UK to be considered for this position.

[Click here](#) to submit your application.

Full job description:

<https://www.ihlondon.com/wp-content/uploads/2025/12/Assistant-welfare-manager-2026.pdf>

International House London's Values:

Ethical, Inclusive, Innovative, Passionate, Professional