



SEDBERGH
SCHOOL
FOUNDED 1525

WELFARE MANAGER - ISS JOB DESCRIPTION

Job Title: WELFARE MANAGER

Responsible to: Course Director

Main Purpose:

- To Manage and have overall responsibility for the pastoral care of pupils attending Sedbergh International Summer School, monitoring and managing conduct and behaviour to ensure a safe and harmonious environment for all.
- To act as the Deputy Designated Safeguarding Lead (DDSL) for the summer school, implementing the ISS safeguarding policy to the benefit of all pupils and staff.
- To act as line manager to the Houseparent and welfare teams, managing the boarding element of the Summer School and liaising with the medical team and welfare team to ensure that all pupils' medical needs are met, including distributing medication.

Course Dates: The course in 2026 will run for 4 weeks, and the Welfare Manager will arrive prior to the course start date. If candidates have holidays, weddings, graduations etc booked, they **must** mention this at the interview stage. Time off for such events cannot be guaranteed otherwise.

The course is run on the Senior School campus (Sedbergh), with three London trips running throughout the course. See breakdown of dates below (subject to change).

- 22nd June 2026: Welfare Manager arrives on-site
- 27th – 30th June: London trip
- 30th June – 8th August: Senior School campus at Sedbergh (staff induction begins on 27th June or 2nd July, depending on contract start date)
- 18th – 21st July: London trip
- 25th – 28th July: London trip

Summer School roles are residential and involve variable hours, including evenings and weekends. Weekly pay reflects both active working hours and periods of standby/on-call duty. Staff receive one full day off per week and reasonable daily rest periods.

The school cannot cover the cost of travelling to and from the school.

Roles and Responsibilities:

- To act as the summer school Deputy Designated Safeguarding Lead (training can be organised), dealing with and recording/reporting all safeguarding concerns, seeking advice from the Course Director and/or main school's DSL where necessary.

- To take full responsibility for the overall safeguarding, safety, welfare and behaviour, including discipline, of all staff and pupils during their stay, ensuring that rules are always abided by and according to the Staff and Pupil Handbooks.
- In conjunction with the Operations Director, to ensure that all necessary steps are taken to minimise risk, e.g. risk assessments are carried out, acted on and regularly reviewed, fire drills are carried out regularly in all communal areas and First Aid is always available.
- To professionally line manage the House Parents, overseeing and managing all pastoral aspects of Sedbergh ISS, ensuring they adhere to school policies and expectations throughout the course.
- To ensure that all Boarding Houses are run safely and all necessary procedures and protocols are carried out effectively.
- To establish a positive, welcoming and supportive atmosphere throughout ISS for staff and pupils alike.
- To attend daily Senior Leadership Team meetings and report regularly to the Course Director.
- To meet daily with pastoral staff ensuring minutes are taken and appropriately stored.
- To visit all Houses on a regular basis.
- To take lead responsibility to ensure staff are always sensitive to the welfare of pupils for whom they are responsible.
- To support the Course Director and Operations Director to ensure all GDPR protocols are met throughout the programme.
- To carry out end of course appraisals for the Welfare Team (House Parents and Assistant House Parents).
- To ensure relevant pupil/staff welfare information and guidance is displayed on notice boards.
- To be in daily contact with the Course Director and liaise with parents and agents in an efficient and polite manner as required.
- To deal with any complaints or grievances from staff, pupils, parents, or agents in a calm and efficient manner.
- To notify the Course Director of all incidents, grievances and accidents and make sure they are logged within the appropriate, stipulated time frame.
- To ensure pupils are adequately supervised according to established criteria.
- On an agreed rota basis, to be in possession of the emergency phone out of office hours and during the night.
- To ensure new arrivals, including accompanying parents, are made to feel welcome and well looked after.
- In conjunction with the Course Director, ensure Group Leaders are welcomed, briefed and aware of and abide by ISS School rules and safeguarding legislation as it pertains to them.
- To contribute to an end of summer report including learnings and recommendations.
- In conjunction with the Course Director and Operations Director, manage the closure of the programme and full facility check.
- To carry out any other reasonable duties as requested by the Course Director.
- To assist at any time, whether on duty or not, with an emergency or where a student is injured or unhappy.

Pre-Course Duties:

- To complete the required safeguarding/ medication and first aid training as necessary.

- To establish an in-depth understanding of Keeping Children Safe in Education (KCSIE) and all other Sedbergh School policy documents provided.
- To establish and ensure that there are robust systems and procedures in place to ensure the safe and effective running of the summer school.
- To help plan and implement an effective and complete induction programme for staff to promote and ensure a thorough understanding of ISS policies and procedures.
- To conduct all pastoral training as required prior to course commencement.
- To support the Operations Director in the boarding house handover from the main school Houseparent teams.
- To oversee the set up and close down of the boarding houses (in conjunction with the Operations Director and School Operations teams), ensuring the sites are set up correctly and to a high standard prior to the start of the course.
- To support the Welfare team with the accommodation plan, producing the required registers to share with the Boarding Teams.
- To induct each ISS House Parent team to their allocated boarding house ensuring that all accommodation and boarding facilities are checked, safe, secure and ready for occupation by ISS pupils, reporting and recording any damage or issues throughout the course.
- Familiarising oneself with the Staff Handbook and SISS publicity materials (brochure, website etc).
- Liaising with the Welfare Team prior to the course to build team rapport.
- Completing relevant Educare training modules as instructed prior to arrival.
- Familiarising oneself with all relevant fire, health and safety policy documents and risk assessments associated with the role as indicated by the Course Director.

Health and Safety:

All staff should be aware of the school's health and safety policy and implement it as appropriate. All staff are required to familiarise themselves with the relevant Risk Assessments ensuring that H&S policies are adhered to at all times to ensure our pupils' safety and wellbeing.

Safeguarding:

All staff employed by Sedbergh School are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.

These roles and responsibilities provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the level of this post.

Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Registered Charity No 1080672