

Individuals Coordinator

An Individuals Coordinator is an integral part of the team, looking after individual students throughout their stay with us. The role requires an organised and enthusiastic person to lead, support, entertain and guide students through their programme.

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



Our students travel from across the world to attend our programmes. Typically, students will receive 15 hours English language tuition per week supplemented with a comprehensive programme of activities and excursions. Our activity programme consist of both daytime and evening activities as well as half-day and full-day excursions to attractions and places of cultural interest.

YOU NEED TO BE

- Eligible to work in the UK
- 18 years old and over

YOU MUST HAVE

- Experience working with children and/or teenagers in a formal or informal setting
- Excellent communication skills
- Strong organisational skills with a proactive approach to planning
- A flexible approach to your work, along with the ability to cope with changing priorities
- The drive to contribute to the team's success
- The ability to deliver high levels of professional conduct
- Demonstrate respect for equal opportunities and respect for race and diversity
- Native or near native English skills

IT WOULD BE GREAT IF YOU HAVE

- A valid First Aid qualification and/or lifeguarding certificate
- Experience working in a residential setting

OTHER INFORMATION:

Our individuals programme cater for children and teenagers, aged between 8 and 17 years old. You will report directly to the Welfare Manager throughout your employment.



ORGANISATIONAL DUTIES

- You will be the first point of contact for the individual students, helping them settle into camp and life in the UK
- Organise the logistics and general administration of the individual students
- Actively promote the welfare of the individuals
- To be aware of and ensure that all individual student records are completed and maintained, informing the senior management of any relevant information
- Keep all individuals' personal belongings secure for the duration of their stay, this may include (but is not limited to) passports and pocket money
- Lead students on excursions and support the delivery of on-site activities
- Organise regular meetings with the Welfare Manager to address matters relating to the individuals, as well as meetings with the individuals themselves
- Complete all necessary paperwork accurately and in a timely manner



EXCURSIONS & ACTIVITIES

- You will guide students on cultural excursions to major cities in the UK
- You will be given the chance to be creative, bringing new ideas you have and implementing these into the Activity



STUDENT WELFARE

- Every member of staff must read and comply with Oxford International Juniors Programmes' Child Safeguarding policy at all times
- You will supervise students during meal times and free time, creating a fun, yet safe environment
- The undertaking of accommodation supervision in the morning and evenings will also be necessary



OTHER DUTIES

- Represent the company in a reputable and professional manner at all times
- Respond to emergencies whenever necessary
- Maintain suitable levels of student discipline, safety and welfare
- Always encourage students to use English
- Carry out and/or consult risk assessments whenever required
- Attend the company's staff training weekend (where applicable)
- Attend all induction days prior to the students arriving
- Attend all staff briefings and take part in all necessary health and safety training
- Commit to being a positive role model through your employment
- Carry out all other reasonable tasks



A DAY IN THE LIFE OF AN INDIVIDUALS COORDINATOR

This will give you a taste of what life is like on a typical day as an Individuals Coordinator

- 8:00** I wake the students up, get them organised and head over for breakfast
- 8:30** Over breakfast I tell them about the morning excursion to Westminster, briefing them on what we will be doing, times and the importance of staying together!
- 9:00 - 13:00** We head off to Westminster on the train, the tickets are organised by the Activity Manager. I have my notes ready to inform them of the major sites they will be seeing and they are excited to see London!
- 13:00** We're back at the centre and it is straight into lunch. The students have a full afternoon of activities so I make sure they eat well to keep them going
- 13:45** The afternoon is spent participating in the Activity Programme. I check on my students and make sure they are all involved in the activities. This is a great opportunity for them to get know the other students! Whilst they are in activities I use this time to have a well earned break.
- 17:30** Once the afternoon activities are done, it is back to the dining hall for dinner. The students will be taking part in the organised evening activities
- 18:30** Before heading off for the evening activity I have a quick meeting with the students to make sure they know what is happening tonight and tomorrow. The students find it incredibly helpful to know the plan!
- 19:30** There's a Talent Show tonight so before helping to run the event I have a quick break for 30 minutes before heading over, not before I check the students know where they are going
- 21:30** I meet up with the students one last time before they go off to bed, helping out wherever it is needed so they are ready for tomorrow.

Legal Information

Oxford International Junior Programmes is committed to safeguarding and promoting the welfare of children. As such, all successful applicants will: be asked to explain any work and/or educational history gaps; undergo an Enhanced DBS Disclosure or overseas equivalent; provide details of 2 referees that can objectively comment on your suitability to work with children; show evidence of entitlement to work in the UK.



PAY INFORMATION

As an Individuals Coordinator, you will earn £390 per week plus 12.07% accrued holiday pay. (£390 + £47.07 (12.07% holiday pay) = £437.07)

You will work up to 44 hours per week, on average, with evening and weekend work being required. You are entitled to one day off per week (this can be taken at your discretion). Some weeks you will work in excess of 48 hours. You will be asked to 'op-out' of the 48 hour Working Time Directive.



WHY OXFORD INTERNATIONAL JUNIORS?

We are a highly respected organisation, being named winner of the 2018/2019 Educational Tour Operator of the Year by iStudy Guide.

With over 25 years' experience, employing thousands of seasonal staff, we know how to provide you with a rewarding and meaningful workplace experience.

We will provide you with a professional and fun platform to develop your experiences working with children and teenagers.

Our values drive what we do - we care not just about our students, but our staff too.

OUR CORE VALUES

At Oxford International Education Group, we pride ourselves on our Core Values. They define who we are, how we work and guide how we act with each other.



We build relationships through trust, honesty and respect



We put our students and their goals at the heart of everything we do



We love what we do and strive for excellence



We are not afraid to be different and we celebrate innovation



...and we believe a smile goes a long way

Contact us

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