



WELFARE

Working as part of the welfare team is varied and changeable; you will need to display high levels of flexibility, as what you do day to day will depend on the needs that arise. Common sense is a must along with the ability to juggle administrative tasks with those of a more practical nature.

TYPICAL DAILY TASKS:

STUDENT WELFARE OFFICER (SWO)

- Provide a warm welcome for new students, Group Leaders and staff
- Supervise free time, meal times and lights out
- Carry out room checks and arrange catering
- Act as liaison for individual students
- Help students adjust to the UK and understand personal safety information and school rules

WELFARE AND ACCOMMODATION MANAGER (WAM)

- Manage welfare duties, including writing staff rotas and supervising pastoral care duties
- Plan accommodation for students; organise pre-arrival, departure and damage checks
- Liaise with Group Leaders, both informally and at meetings to ensure all group needs are met



WHY WORK WITH US?

 LOCATIONS A variety of summer school settings and campuses	 FULL BOARD Accommodation & meals included
 COMPETITIVE SALARIES Plus loyalty bonuses	 TRAINING Full training, inductions and appraisals
 REFERENCES Supplied for all staff who have worked with us (on request)	 CAREER Opportunities and guidance for career progression
 MEET PEOPLE in an international multi-cultural environment	 SUPPORT 24h Head Office support for staff
 FIRST AID TRAINING For SWOs and WAMs	 ACTIVITIES Options to participate in leading some activities/excursions



KEY INFORMATION

Stafford House Study Holidays is part of the CATS group, comprised of the following brands:



Educating **18,000** students each year

From **100** countries

Across **18** Permanent campuses

The CATS group employ **1500** permanent staff globally

Stafford House runs **19** Pop-up summer centres each year from June - August

27 years providing high quality English Language and activity courses for young learners

SUMMER LOCATIONS:
UK: Brighton, Cambridge, Canterbury, Chichester, Dover, Edinburgh, London, Malvern, Oakham, Woodcote, York
USA: Boston, L.A, Yale
Canada: Calgary, Toronto

On average **6000** students study with Stafford House each summer

Stafford House employs over **250** temporary summer staff each year

WEB: STAFFORDHOUSE.COM/CAREERS | EMAIL: RECRUITMENT@STAFFORDHOUSE.COM | PHONE: +44 (0) 1227 811 506



WECARE

OUR PLEDGE

To make our school communities as safe as possible we have implemented our **WeCare** pledge. This set of stringent health and safety guidelines will ensure that our students & staff can fully enjoy their experience while being confident that they are in the safest possible environment.

SAMPLE STUDENT TIMETABLE

	MORNING	AFTERNOON	EVENING
MON	ENGLISH LESSONS (3HRS)	FOOTBALL, TENNIS OR DRUMMING WORKSHOP (2.5HRS)	WELCOME EVENING & ICE BREAKER ACTIVITIES (2.5HRS)
TUE	ENGLISH LESSONS (3HRS)	INCLUDED HALF DAY EXCURSION (4.5HRS)	"WHO WANTS TO BE A MILLIONAIRE?" QUIZ NIGHT (2.5HRS)
WED	ENGLISH LESSONS (3HRS)	VOLLEYBALL, BADMINTON OR ARTS & CRAFTS (2.5HRS)	INTERNATIONAL NIGHT (2.5HRS)
THU	ENGLISH LESSONS (3HRS)	INCLUDED HALF DAY EXCURSION (4.5HRS)	CASINO NIGHT OR CONVERSATION CLUB (2.5HRS)
FRI	ENGLISH LESSONS (3HRS)	"MINI OLYMPICS" COMPETITION OR DANCE WORKSHOP (2.5HRS)	BEACH PARTY DISCO OR SPORTS (2.5HRS)
SAT	INCLUDED FULL DAY EXCURSION: LONDON, WALKING TOUR & THAMES SIGHTSEEING BOAT CRUISE (10HRS)		CHILL OUT EVENING INCLUDING FILMS, POPCORN & BOARD GAMES (2.5HRS)
SUN	ONSITE ACTIVITIES E.G. BRITISH SPORTS DAY, OR OPTIONAL FULL DAY EXCURSION E.G. OXFORD & CHRIST CHURCH COLLEGE		BRITISH CULTURE EVENING (2.5HRS)

