



Oxford  
Scholastica  
ACADEMY

# WELFARE OFFICER

Job Description









# HELLO!

Are you looking to make an impact and stretch your skills this summer? If so, read on, because the Oxford Scholastica Academy is not just any old summer school.

We're an education company on a mission: to give students the edge to help them succeed, find their purpose and make a difference in the world.

We're striving for a world in which young people go on to do things which maximise their potential, are socially impactful and make them happy.

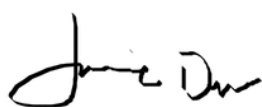
We help to do this by running summer programmes for bright 12-18 year olds from around the world, giving them greater awareness of the range of academic and career possibilities that exist, and greater certainty over the future direction they wish to pursue. We run summer courses in Oxford and online, as well as online internships and conferences throughout the year.

At the summer school, we aim to transform our students' ambitions and their thinking in just two weeks. For our students Oxford Scholastica Academy is not just a summer school; it's the most memorable summer of their lives.

(It's also one of the most impactful summers for our staff. Team members regularly return to OSA each summer, and many continue with us - we have had representatives from summers 2015, 2016, 2022 and 2023 on the year-round team).

If this sounds like something you are passionate about too, we'd welcome an application from you. Read on further for more information, or please feel free to contact us if you have any questions.

Best wishes,



Jamie Dear, Sophie Dear and Lavinia Abell  
Co-Directors

# Our Worldview

## **What a time to be alive.**

Never before have there been so many possibilities in a young person's life. Technological, medical, financial, social and political advances have transformed what a student can do and achieve.

However, teenagers experience an education system built for a previous century, and a society in which success is defined in narrow and short-term ways.

They live on a planet which is being destroyed rather than stewarded and inhabit a culture which increasingly values division over community.

Whilst technology has brought great benefits, they experience the dark side of social media communication and "comparison culture", which has contributed to a mental health epidemic amongst young people.

Many students feel current pressure to achieve, to be perfect, to get into competitive universities, but there is also future pressure – our students experience greater uncertainty about their future than their parents' generation.

Oxford Scholastica gives students the tools, knowledge and confidence to thrive in this ever-changing, uncertain environment.

We exist to help young people make the most of the positive changes in the world, rather than feeling constrained by them.

## **We believe:**



### **Active thinking is more valuable than passive thinking**

We believe we should all have a bias towards agency of thought and action. This mindset opens up the potential for great possibilities and greater fulfilment, unencumbered by the expectations of others.

### **Collaboration for the good of the community is more valuable than independent progress**

We believe a greater purpose exists than purely fulfilling our own needs. We believe agency should be channelled in a positive way for the benefit of others and we believe that, by coming together as a community, more things become possible.

### **Long-term thinking is more valuable than short-term thinking**

We believe that when you think and plan for the long-term, you achieve more for yourself and for others.

We believe this belief system can be universally attainable for students regardless of background, nationality, gender, race, income etc.

Oxford Scholastica inspires and empowers young people to think for themselves and equips them with the skills to make positive change, enabling them to make informed choices about their future, as well as the futures of other people and the world.

By helping them to open their minds, find community, be inspired, and learn about what really interests them academically and matters to them personally, our programmes leave students more confident and more likely to achieve their goals. We alleviate the stress that external pressure and uncertainty cause.

In other words, we exist to change young people's futures and, in doing so, to change the world in a positive way.



# WELFARE OFFICER JOB DESCRIPTION

Are you looking to make an impact and stretch your skills this summer?

Our Matrons will support, nurture and care for our students. You'll ensure that they are safe, happy, healthy and having the summer of their lives at Oxford Scholastica.



## THE ROLE

Oxford Scholastica students are looked after by a Head of House, a Matron, a Welfare Officer and a number of Activities Coordinators.

The Welfare Officer plays a key role in ensuring Oxford Scholastica students are well looked after during the summer school. They are responsible for working with the Matron to make sure students' welfare needs are met and ensure that students are comfortable and enjoying their time at Oxford Scholastica.

You will:

- Get to know the students and be a positive presence on the site, there to provide support or have a chat when needed.
- Provide pastoral support to all students, paying particular attention to students with additional needs or requirements
- Assistant the Matron in providing basic medical support where appropriate, or signpost students to relevant professional medical help where needed, including in emergencies.
- Help to implement the organisation's Child Protection and Health and Safety policies.
- Work with the Student Experience team to ensure that any issues are communicated to parents.



- Help with the day-to-day operations of the summer school, including accompanying students on trips and participating in activities.
- In cases of student illnesses, staying in the House to look after them while other students are out on activities/trips.
- Meet and greet parents and families at the beginning and end of the summer school, acting as an ambassador for Oxford Scholastica.

The role needs excellent pastoral and welfare skills, and experience of working with children is essential. Sensitivity and discretion are important attributes for the role, as is a resilient nature and a good sense of humour!

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#### EMPLOYMENT DATES & SALARY

Please see <https://www.oxfordscholastica.com/about-us/careers/> for details of the dates and salary.

Please note, the role requires working 6 days out of 7 each week, but this does not operate on the basis of a traditional working week (i.e. your day off in a given week might be a Tuesday).

We would be open to discussing the possibility of providing accommodation onsite.

We require all our staff to have an Emergency First Aid at Work certificate and to undergo Safeguarding training. If you don't have a First Aid certificate, Oxford Scholastica will schedule a First Aid training session before the summer and will cover the cost of this training for you. If you are unable to attend this session, you must undertake a certified Emergency First Aid at Work training course elsewhere. Oxford Scholastica will not be able to fund First Aid training courses other than the one provided for you in-house. We will cover the cost of your online safeguarding training course.



# PERSON SPECIFICATION

## EXPERIENCE

Essential:

- Experience of working with children in a pastoral role

Desirable:

- Experience of working, or building good relationships, with partners
- Experience of dealing with a volume of administrative tasks

## QUALIFICATIONS

Essential:

- First aid qualification (see above)
- Child protection training (see above)

Desirable:

- Basic computing qualifications

## SKILLS

Essential:

- Excellent pastoral and welfare skills
- Excellent communication skills
- Good administrative skills, with strong attention to detail

Desirable:

- Event management skills
- A knowledge of Word and email

## KNOWLEDGE

Essential:

- Child Protection legislation
- Health & Safety legislation
- Basic pastoral awareness and understanding of first aid, common ailments and mental health conditions. No medical training is required



## DISPOSITION

Essential:

- Passionate about working with children
- Empathetic with an understanding of teenage behaviour
- Creative, with the willingness to think outside the box, implement new ideas and deal with difficult situations and students when they arise
- Of responsible disposition, dedicated, organised and have a professional attitude
- Happy working independently
- Approachable, responsive and helpful manner, and an open, facilitative, involving style
- Of friendly nature, with a sense of humour!
- Able to portray a positive image as the public face of Scholastica to students and parents
- Able to work under pressure
- Flexible and capable of using initiative, tact and discretion

Please note, the Oxford Scholastica Academy is committed to safeguarding its students, and all our staff play a key role in this. As a result, appointments will be subject to reference and a successfully completed enhanced DBS check.

This is an outline job description and should not be regarded as an inflexible specification. Responsibilities will be reviewed periodically in line with service priorities and duties may change or new duties be introduced after consultation with the post holder. As a term of your employment you may be required to undertake such other duties and/or hours of work as may reasonably be required, including evenings and weekends during the summer school.



Some of the summer team at the Oxford Scholastica Ball on the River Thames





Oxford Scholastica is an experience like no other. In a sense, I was able to discover parts of myself with the help of my peers, tutors, and staff. Not only this, but getting to explore Oxford with friends, and discover the hidden gems that can be found was one of the best experiences of my life. I will never forget the experience I had. I still wear my wristband all the time, and I will never take it off.

*Kendall Smith, USA*



**92%**

had one of the most  
memorable summers of  
their life

**91%**

of students agreed that  
Oxford Scholastica met or  
exceeded their expectations

**97%**

of students rated the  
teaching received as good  
or excellent

**94%**

of parents would  
recommend us to a  
friend

**91%**

of students said OSA  
introduced them to new  
things and broadened their  
horizons

OUR IMPACT





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# NEXT STEPS

To apply for the role, please go to:

[www.oxfordscholastica.com/about-us/careers](http://www.oxfordscholastica.com/about-us/careers)

If you have any questions, please contact **Connie** at  
**info@oxfordscholastica.com**

Many thanks for reading,

The Oxford Scholastica Academy Team

