

# LILA Job Advert

LILA Liverpool\* offers a wide range of English language, Exam Preparation and A Level courses suited to different student levels, ages, and needs

Job Title	Safeguarding and Welfare Coordinator
Salary	<ul style="list-style-type: none"><li>• Full-board accommodation is provided for residential team members. We do <b>not</b> deduct any money from your salary for board and lodgings. You will be fully catered for during your time with us.</li><li>• All salaries are paid monthly in arrears (on the last day of the month).</li><li>• Holiday pay is added to your final pay packet.</li><li>• Residential weekly salary (excluding holiday pay) is £640 per week.</li></ul>
Start Date	June 2026
Hours	Full time
Why LILA?	<ul style="list-style-type: none"><li>• Be part of a supportive, international summer camp environment</li><li>• Play a meaningful role in student wellbeing and safety</li><li>• Work with a friendly and dedicated residential team</li><li>• Gain valuable experience in pastoral care and safeguarding</li></ul>

**Appointment to the role will be subject to pre-appointment suitability checks**

## How to apply

To apply, please complete the application form and submit it along with your cover letter and CV to [freya.patmore@lilalovetolearn.com](mailto:freya.patmore@lilalovetolearn.com)

## Safer Recruitment

All applicants should be aware that:

- References will be requested prior to interview where possible.
- Any gaps in employment must be explained and may be explored during interview.
- An enhanced DBS check (with barred list check if applicable), right to work in the UK check, and verification of employment history will be required.
- Online check will be carried out as part of screening
- This role is subject to a satisfactory probation period and ongoing safeguarding training.

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Application deadline	We will recruit until all positions are filled but advise applying early to avoid disappointment
Shortlisted applicants will be notified by	Email
Interview period	Ongoing

## The LILA mission

At LILA, we aim to create an environment where the talents of the individual, student and staff alike, are maximised. We will do this by:

- Ensuring a complete student experience
- Offering a wide variety of courses and a flexible approach
- Delivering great value for money
- Maintaining a fresh, contemporary environment

**Our mission is simple: LILA\* - love to learn.**

## LILA Core Values

**Growth** – We encourage continuous learning, development and improvement for our students, staff and partners.

**Trust** – We act with integrity, honesty and accountability, building strong and reliable relationships.

**Inclusivity** – We celebrate diversity, ensure equality of opportunity, and create a welcoming environment for everyone.

**Positivity** – We approach challenges with optimism, kindness and a solutions-focused mindset.

## Job Description

**Job Title:** Safeguarding and Welfare Coordinator

**Location:** LILA\* Liverpool – University of Liverpool Campus

**Contract:** Seasonal / Summer

**Hours:** Full Time (Residential)

### Role Overview

LILA\* Liverpool is seeking an experienced, confident, and highly organised Safeguarding and Welfare Coordinator to oversee all matters related to student welfare and

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safeguarding at the centre. This is an on-site role, the Safeguarding and Welfare Coordinator will work closely with the Centre Manager and team and implement LILA's safeguarding policies, provide support to students and ensure compliance with health and safety standards.

## Key Responsibilities

### Pre-Summer Preparation

- Attend online pre-summer training and in-person induction
- Attend pre-summer training
- Attend the team induction and assist with centre setup
- Ensure the centre and staff team are fully prepared for student arrival
- Spend several days prior to arrival organising, preparing, and setting up the centre

### Summer Management & Delivery

- Ensure each student's cultural, religious and dietary needs are met and respected by liaising with the Centre Manager, catering and other college staff.
- Work with all the team and group leaders to maintain team and student discipline.
- Ensure that all risk assessments have been signed off by the team and group leaders and submit records to Head Office.
- Be the first point of contact for students who have welfare or safeguarding issues.
- Organise a regular "surgery" time where students can come and discuss any issues.
- Ensure that all students and group leaders complete and submit their feedback to Head Office.
- Organise doctors/hospital appointments should the need arise.
- Liaise with Head Office to ensure that every member of the team has had their ID checked at induction and original copies of their certificates seen.
- Ensure that groups are met with a warm and efficient welcome.
- Help with the allocation of accommodation and any issues that may arise.
- Ensure that all students have a full orientation, attend the welcome talk and fire safety talk and are issued with their ID lanyards.
- Ensure that all adults (the team and group leaders) are issued with and wear their ID badges at all times.
- Oversee the completion and collection of student enrolment forms, check with group leaders that they are correct and signed then ensure that they are stored correctly and easily accessible.

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- Ensure that fire drills are conducted and that students are aware of fire procedures. Ensure that all fire lists are completed and kept up to date.
- Lead the group leader Safeguarding training.
- Conduct checks on excursions pre-departure.
- Be on duty when required for mealtimes and evening supervision.
- Teach if necessary (qualified team members only).
- Lead and supervise activities as directed.
- Ensure that all accidents, incidents and concerns are appropriately recorded by the relevant team members and submitted to Head Office.

## **Feedback, Communication & Administration**

- Attend regular meetings with the team.
- Liaise with relevant team members at the centre to ensure that any problems regarding student welfare are communicated.
- Work with group leaders to ensure the welfare of the students in their groups through scheduled meetings and regular contact.
- Feedback regularly to your Centre Manager and Senior Leadership Team.
- Devise team rotas for the supervision of mealtimes and end of activities in co-ordination with the Centre Manager and the Excursion and Activity Manager.
- Submit exit feedback at the end of your contract.

## **Essential skills & experience**

### **Essential Qualities**

- Experience working with young people
- Calm, confident decision-maker able to work under pressure
- Excellent organisational and administrative skills
- Clear understanding of student welfare and safeguarding
- Level one 'basic awareness safeguarding' trained
- Level two 'advanced safeguarding for designated staff' trained
- Professional, approachable, and resilient

### **Desirable Experience**

Experience in one or more of the following is advantageous:

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- Experience of counselling or mentoring young people
- Residential education or summer schools
- Youth work or pastoral leadership
- Knowledge British Council-accredited centres

## The successful candidate will:

- Promote the British values of respect, tolerance, individual liberty and rule of law
- Be trained in health and safety awareness such as first aid/fire marshal etc (training available by LILA\*)
- Be trained to Safeguarding Level 1 (Basic Awareness) (training available by LILA\*)
- Attend in-company safeguarding training & participate in steps raising staff awareness of the company's legal duty of care to under 18 students and vulnerable adults
- Demonstrate an ethos of excellent customer service and professionalism

## Employment of ex-offenders

LILA has an Employment of Ex-offenders Policy. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence(s).

## Equal opportunities employer

We are an Equal Opportunity Employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, marital status, age, disability, race, religious belief, gender re-assignment, sexual orientation or political opinion nor should they be disadvantaged by conditions or requirements which are neither justified nor relevant to the job. Selection criteria and personnel procedures will be reviewed regularly to ensure that individuals are recruited, promoted and treated in all other ways purely on the basis of merit and ability to do the job for which they have applied.

## Applicant privacy notice

LILA\* must collect your personal information to meet its legal duties and operational needs. Your information will be retained for up to 1 year.

The information which you provide as part of your application will be processed in accordance with our obligations under General Data Protection Regulations 2016. In applying for this position, you are giving us consent to do so.