



Summer Language School 2020

Safeguarding Lead

job description & person specification

May 2020

Live & Learn Language Ltd.

Live & Learn Language Ltd. is a language school offering international students to visit the U.K. to improve their English. We are located in Devon and are running our courses at the South Devon Steiner School on the A384 between Dartington and the A38. The SDSS stands in beautiful grounds, including a biodynamic garden, providing a rich and natural environment for the whole community and our language school programme. Live & Learn Language Ltd. offers international students the opportunity, not only to learn the foreign language through daily English lessons, but to live the spoken word. Our 2/3-week on-site and digital language courses are activity courses following the theme 'Don't just learn English – live it!'. International students will be immersed into the British language, culture, family life and lifestyle. During our on-site Summer Language School we welcome 48 internationals to visit the U.K. for a duration of 3 weeks to improve their English language skills, make new friends and have fun. During our Digi Camp 2020 we welcome 30 internationals to visit us digitally for a duration of 3 weeks to improve their English language skills, make new friends and have fun. Our courses are offered to students aged 13 to 17.

Job description & main responsibilities of the post

- Leasing with Live & Learn Language director on Safeguarding needs required
- Creating, updating and annually reviewing Safeguarding Policy (sample in place)
- Communicating Safeguarding needs to all staff (host families, teachers, staff)
- Managing and overseeing staff Educare training
- Ensuring all necessary Safeguarding training for staff as well as its documentation is in place
- Organising and holding Safeguarding meeting with SLS host families and staff prior to the SLS (either on-site or digitally on Zoom)
- Answering Safeguarding requests and questions by SLS staff (host families, teachers, staff) prior to SLS, during SLS and shortly after the SLS
- Spot checks on host families plus documentation (2 visits per year)
- Interview students on host family (2 interviews per year)
- Dealing with arising Safeguarding issues

Person specification

Specification	Essential	Desirable
Qualifications		
<ul style="list-style-type: none"> Specialist Safeguarding for Designated Lead (level 3) Designated Safeguarding Lead experience 	✓	✓
Existing DBS check	✓	
Valid First Aid certificate		✓
Self-employed with public liability insurance and professional indemnity insurance in place	✓	
Skills		
A good knowledge on Safeguarding matters in a working environment	✓	
Confidence in using digital softwares and platforms such as Zoom (with a reliable internet connection)	✓	
Being alert and aware for possible Safeguarding issues	✓	
An affinity with young people	✓	
Good organisational skills	✓	
Work Experience		
Previous experience in a Safeguarding Lead position		✓
Previous experience of working with young people	✓	
Knowledge and experience of working within a Steiner school setting		✓
Behaviours/Characteristics		
Punctual and reliable	✓	
Working thoroughly	✓	
Interest in the aims and objectives of Waldorf education		✓

Meetings to organise and attend:

Organising and leading two Safeguarding meetings with SLS staff (host families, teachers, staff) prior to the SLS 2020 (either on-site or digital via Zoom).

- **Meeting one (in June):**
Initiate Safeguarding online training and assist with complete staff Safeguarding documentation
- **Meeting two (in July):**
check whether all staff Safeguarding forms and online training is completed

Working hours and Remuneration:

<u>Dates:</u>	On-site SLS 2020 - 26 th July until 16 th August Digital SLS 2020 - 26 th July until 15 th August
<u>Location:</u>	at South Devon Steiner School, Hood Manor or online
<u>Hours:</u>	39 hours per season, flexible timing (approximately)
<u>Pay rates:</u>	£10.50 admin rate per hour (total 39 hours) including responsibilities stated above
<u>Remuneration:</u>	£409.50
<u>Contract:</u>	Self-employed for the duration of 3-week Summer Language School as well as shortly before and shortly after the course (please ensure Public Liability and Professional Indemnity Insurance are in place).

Essential application information

Live and Learn Language Ltd. is committed to safeguarding children and young people and expects all staff and volunteers to share this commitment. Candidates must be suitable to work with children and any offer of employment will be subject to satisfactory pre-employment checks, including receipt of a satisfactory Disclosure and Barring Service check and police checks from countries resided in during the previous 5 years.

Candidates must have the right to work in the United Kingdom. Candidates from abroad will be asked to provide criminal records clearance from country of residence, as well as evidence of eligibility to work in the United Kingdom. Candidates who have lived abroad during the last five years will also be asked to provide criminal records clearance from the country(ies) of residence during that time.

For any specific questions about the position or working at our language school at South Devon Steiner School please contact Jacqueline Buehler at: +49 (0)1773397878 or +44(0)7961487370 or jacqueline.buehler@livelearnlanguage.co.uk.

Further information about our Live & Learn Language Ltd. Summer Language School can be found on the SDSS website www.southdevonsteinerschool.org (please follow the tab 'International Students' and 'Live & Learn Language'). For further information please contact Jacqueline Buehler via email: jacqueline.buehler@livelearnlanguage.co.uk.

Closing date for applications: Sunday 15 June 2020

Applications for the post should be made through the SDSS website www.southdevonsteinerschool.org. Alternatively, contact jacqueline.buehler@livelearnlanguage.co.uk.