



Job Title:	Welfare Director	Date	January 2019
Place of Work:	Cambridge University Colleges	Reporting To:	Programme Director
Purpose of Job:			
To oversee and maintain an overview of the welfare needs of all students and ensure that appropriate care is sought and given, and that all protocols and procedures are followed.			
Key Accountabilities:			
1. Maintain an overview of all students' medical data, and have an awareness of any pre-existing medical concerns, seeking additional information from parents or guardians where required.			
2. Maintain an overview of any illness, injuries and incidents that occur during the programmes and, together with the rest of the welfare team, ensure all procedures are followed and any concerns are communicated with the Programme Director.			
3. Manage the welfare team to ensure they are working effectively, efficiently and calmly, and that they report back to you regularly and systematically.			
4. Ensure all staff are aware of, and comply with, the welfare guidelines and procedures of Reach Cambridge and offer advice and guidance where they do not.			
5. Uphold, protect and promote Reach Cambridge's core values, protocols and standard operating procedures so that students do the same.			
6. Undertake all other duties and responsibilities commensurate with the knowledge, skills and experience of this role as may be requested by the Programme Director or one of their nominees.			
Knowledge		Skills	
First Degree (2.1+)		Articulate, engaging and sociable	
Cambridge city, its colleges and history (Desirable)		Approachable and assertive	
Valid First Aid Certificate (Desirable)		Empathetic, supportive and positive	
		Gentle leadership which engenders trust and confidence from others	
		High levels of energy, resilience and enthusiasm	
Experience			
Working with young people			
Summer school			
Working as part of a senior leadership team within an educational institution			

