

Academic Families is a leading international education agency - British Council, Boarding Schools Association and AEGIS accredited. We are expanding our service throughout the UK and are recruiting staff to join our existing team which runs our Guardianship programme caring for international students studying in UK boarding schools.

Local Co-Ordinator Role

The role is on a part time self-employed, remote home based working basis. The Local Co-Ordinator will uphold Academic Families' commitment to safeguarding and promoting the welfare of children and young people

In conjunction with our Head Office team, the Local Co-ordinator will provide guardianship support for international students studying at nearby boarding schools.

Student Care

- act as the primary contact for your allocated students – visiting them, attending school meetings, maintaining contact by phone and email – and support as required
- ensure all local arrangements are in place for your students' time out of school – transfers and hosting
- maintain all online records for your students
- act as the emergency local contact should a student need urgent support

Host Families

- recruit hosts to help support your students during their time out of school
- conduct host home visits and complete the host registration process
- supported by our Head Office team, match students to hosts for successfully relationships

Schools

- develop school relationships to ensure Academic Families is valued by school staff as a premier AEGIS guardianship agency and which they are happy to recommend to friends, international parents and agents.

Skill Requirements

To do well and enjoy the role you need to be, or have, a -

- flexible attitude with a high standard of customer service
- good IT skills, especially MS Office suite
- good written and spoken English
- caring, friendly, welcoming and a good communicator - strong interpersonal skills with a wide range of people especially international families

- able to drive, have access to your own car and be prepared to travel up to two hours to some schools and host families
- strong work ethic, able to work remotely and some weekends and evenings during term time
- remain calm in a crisis

Key Responsibilities & Tasks

You will represent Academic Families in your local area and so will be required to -

- ensure the highest pastoral care for international students at their boarding school and host family. This will include a minimum termly visit to each student with feedback to parents, and attend – or arrange for their host to attend - their annual Parents’ Meeting and report findings to parents
- recruit, register and manage quality host families through networking
- develop relationships with key local boarding school staff
- apply all Academic Families procedures and processes and maintain good records of all student, host and school contacts and meetings on the Academic Families database
- in the event of an emergency, deal with this situation on the ground with full support from the Academic Families Head Office team 24/7
- log own work hours and mileage and approve host activity reports and expenses
- promote Academic Families at all opportunities

Financial Remuneration

Remuneration is based on the number of students you are responsible for as well as the time spent looking after them.

Monthly retainer – depending on number of students

0 – 4	£0
5 – 10	£100
11 – 15	£150
16 – 20	£200
21 +	£300

Admin hourly rate £10 per hour

Mileage charge 45p per mile

Job Type

- part time
- self-employed
- remote home based working