

Job title: Residential Summer Schools Welfare Officer

Department: Open Programmes, Guildhall School of Music & Drama

Fee:

- **Freelance / self-employed role**
- **Total fee:** £3,500 (all inclusive)
- Onsite accommodation provided at Freeman's School, full board

Location: Freeman's School, Surrey (residential during programme delivery)

Engagement period: Sunday 12 July – Saturday 8 August 2026 (inclusive)

This covers two consecutive residential courses, check-ins, check-outs and turnover day.

There will also be approximately 2 full days of in-person training, planning and introduction meetings taking place the week commencing 6th July, for which the post holder will need to be available. Exact dates, timings and location will be confirmed closer to the start date.

Responsible to: Senior Production Manager (Open Programmes)

Informal supervision of Residential Summer Schools Assistants

Deadline to apply: 1 June 2026. Interviews will take place week commencing 16 June.

Purpose of Post

The Welfare Officer is responsible for the pastoral care, welfare, and safeguarding of residential participants under the age of 18 attending the [Guildhall School Residential Drama Summer Schools](#) taking place at Freeman's School.

The role acts as the central point of responsibility and coordination for residential welfare and safeguarding matters, working closely with the Open Programmes team and Residential Summer School Team to ensure participants are safe, supported, and appropriately cared for throughout their stay.

The role is residential in nature and focuses on morning routines, evenings, overnight supervision, and key transition points (arrival and departure days). The Welfare Officer works closely with the Open Programmes team and the Residential Summer Schools Team to ensure a safe, supportive, and well-managed residential experience.

Main Duties & Responsibilities

Safeguarding and welfare

- Act as a named welfare and safeguarding contact for residential participants under 18. Be responsible for the day-to-day welfare of residential participants, including during mornings, evenings, overnight and weekends.
- Act as the operational safeguarding lead for the residential setting, coordinating safeguarding practice day-to-day.

- Support the implementation of the Guildhall School safeguarding policy and related procedures.
- Respond appropriately to pastoral, behavioural, medical, or safeguarding concerns and escalate issues in line with agreed reporting routes.
- Maintain accurate, confidential records of welfare incidents, first aid, and safeguarding concerns.
- Provide day-to-day support for issues such as homesickness, anxiety, friendship dynamics, tiredness, or behaviour concerns.
- Take overall responsibility for the pastoral care and emotional wellbeing of residential participants.
- Act as a visible, approachable and trusted adult for participants living on site.
- Monitor participant wellbeing trends and raise emerging concerns proactively with the Open Programmes and Residential Summer Schools teams.
- Ensure vulnerable participants receive appropriate and timely support

Residential supervision

- Oversee participant welfare outside of teaching hours, including:
 - Morning routines and breakfast attendance
 - Evening activities
 - Bedtime and overnight supervision
- Monitor communal residential spaces and ensure participants adhere to School rules, codes of conduct, and residential regulations.
- Support Residential Summer School Assistants with evening and weekend supervision and activities.

Arrival, departure, and transitions

- Be present and on duty for all residential check-in and check-out days.
- Support participant orientation on arrival, including residential briefings and welfare information.
- Assist with managing departures safely and efficiently, including liaison with Open Programmes staff where needed.
- Support the course turnover day between the two programmes.

Activities and day-to-day support

- Assist with the smooth running of evening and weekend activities as required.
- Liaise with tutors, Residential Summer School Assistants, and Open Programmes staff regarding participant wellbeing.

- Attend briefings and debriefs with the Open Programmes and Residential Summer Schools teams as needed.
- To undertake any other duties that may reasonably be requested appropriate to the grade

First aid and practical support

- Respond calmly and effectively to illness, accidents, or welfare incidents.
- Provide first aid in line with training and ensure appropriate follow-up where medical care is required.
- Support participants in accessing further medical care where necessary, including liaising with staff and parents/guardians in line with procedures.
- Ensure safe handling of sensitive information and equipment relating to participant welfare.
- Liaise with Open Programmes and Residential Summer Schools teams regarding any welfare matters requiring escalation or external contact

Working pattern

This is a residential role involving split duties, typically focused on:

- Morning supervision (e.g. wake-up routines and breakfast)
- Evening and night-time supervision (activities, bedtime, overnight on call)

Daytime duties during teaching hours are normally limited, with the Welfare Officer acting as an on-call escalation point rather than providing continuous supervision.

Due to the nature of residential pastoral care:

- Daily working hours may be non-standard.
- One full rest day per week will normally be scheduled, excluding arrival, departure, and turnover days.

Person specification

Professional Qualifications / Relevant Education & Training

Educated to A-level standard or equivalent

Essential requirements

- Enhanced DBS check (valid for working with children in the UK).
- Strong understanding of safeguarding responsibilities for children and young people.
- Completion of lead safeguarding training (including Prevent awareness).
- Current First Aid qualification
- Experience of working with young people in a residential, education, or pastoral setting.
- Calm, responsible, and approachable manner, with the ability to manage sensitive situations.
- Strong communication skills and ability to work collaboratively with staff teams.
- Willingness to live on site for the duration of the engagement.
- Previous experience in a residential summer school, boarding, or similar setting.

Desirable

- Experience supporting arts-based or performance programmes.
- Familiarity with incident reporting and safeguarding documentation.

Reporting line

The Welfare Officer will work closely with and report to the Senior Production Manager (Open Programmes) and liaise daily with the Open Programmes team and Residential Summer School Assistants.

Safeguarding statement

Guildhall School of Music & Drama is committed to safeguarding and promoting the welfare of children and young people. All staff and freelancers working with under-18s are expected to share this commitment. Appointment to this role is subject to satisfactory safeguarding checks and references

How to Apply

To apply for the role, please submit the following:

- **A CV**, outlining your relevant experience; and
- **A short covering statement** (maximum two pages), addressing the points below.

In your covering statement, please tell us about:

- Your experience of working with children or young people, particularly in residential, education, pastoral or youth settings
- Your experience of safeguarding and welfare, including how you respond to pastoral, behavioural or safeguarding concerns
- Your approach to providing pastoral support for young people (for example, supporting wellbeing, homesickness, anxiety or illness)
- Your suitability for a live-in residential role, including your availability for the full engagement period
- Your interest in working on a residential drama summer school

Applications should be sent to Léonie Lazare, Senior Production Manager (Open Programmes), at leonie.lazare@gsmd.ac.uk by **1 June 2026, 10am**. Interviews will take place in the week commencing **16 June 2026**.

Appointment to this role is subject to satisfactory safeguarding checks, including an enhanced DBS check and references. Guildhall School of Music & Drama is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and freelancers to share this commitment.