

Thames Hightech Ltd

Job Description for Staff 2025/26

Local Guardian / Local Coordinator

Registered address: Hurlingham Studio, Ranelagh Gardens, London SW6 3PA

Job title

Local Guardian / Local Coordinator

Reporting to

Director / DSL

Purpose of the role

To provide local guardianship-related support for students assigned to the post, helping to support their welfare, practical arrangements and communication with parents, school and Thames Hightech Ltd in accordance with agreed service arrangements, safeguarding duties and organisational policy.

Main duties and responsibilities

- Act as a local point of contact for the student, parent(s), school and Thames Hightech Ltd.
- Support student welfare and general well-being within the scope of the agreed service.
- Liaise with school staff, parents, student and, where relevant, homestays regarding student matters.
- Help coordinate arrangements for excursions, half terms, holidays, transport, welfare matters or other practical support where these form part of the agreed service.
- Respond appropriately to urgent matters and communicate concerns promptly.
- Maintain appropriate records and report safeguarding, welfare or behavioural concerns in line with policy.
- Attend meetings, school events or appointments where agreed and appropriate.
- Maintain professional boundaries and comply with Thames Hightech Ltd policies and procedures at all times.

Safeguarding responsibilities

The postholder has a responsibility to safeguard and promote the welfare of children and young people, to act in accordance with the Safeguarding and Child Protection Policy, and to report concerns promptly to the DSL. The postholder must understand professional boundaries and the organisation's Code of Conduct.

Person specification – essential

- Suitable to work with children and young people.
- Good spoken and written English.
- Able to communicate effectively and professionally with students, parents and schools.

- Organised, reliable and able to respond appropriately to urgent matters.
- Able to maintain confidentiality and accurate records.
- Willing to undertake safeguarding training and follow organisational policies.

Person specification – desirable

- Mandarin Chinese language ability.
- Familiarity with boarding school environments or international student support.
- Experience of pastoral, welfare or educational support work.
- Familiarity with the local area in which the student is based.
- Ability to provide or coordinate additional practical support where agreed.

Checks and compliance

Appointment is subject to satisfactory safer recruitment checks, which may include application form, references, identity checks, right to work checks where relevant, DBS checks, training requirements and any other checks Thames Hightech Ltd reasonably requires.