

THE ROLE OF THE GROUP LEADERS AND RESPONSIBILITIES 2022

Group Leaders are the key liaison and main contact point for school staff, students, and parents. They are expected to share certain responsibilities in helping with any problem's students may have during their stay. Their responsibilities include:

- Liaising with the Operational and Academic Management staff regarding all aspects of the course.
- Helping to enforce school rules and working with the Centre Manager regarding any student disciplinary issues.
- Assisting school staff, with supervision of their students during off-site excursions and activities. All group leaders will be given a copy of the activities programme.
- Assisting with any airport transfers that may be necessary due to early / late arrival or departure of students.
- Encouraging their students to take an active part in the programme and to mix with students from outside their group.
- Assisting the Welfare Team/Management with accommodation arrangements for their group.
- Attending Group Leader meetings when required.
- Caring for students if they are unwell.

A good Group Leader:

- Is an effective communicator, able to communicate with students, parents, and school staff.
- Has a good level of English – ideally at upper intermediate level or above.
- Is experienced in working with young learners in a school environment.
- Displays a responsible attitude and is capable of organising and leading groups of children and teenagers.
- Is enthusiastic and motivating.
- Is mature, energetic, and physically fit.
- Works well in a team.
- Has a general knowledge of living in the UK and ideally of the location of the centre they will be working in.
- Holds and can provide current (no more than 3 years old) documentation from the police or similar authority in their own country that he or she is a suitable person to work with under 18's.

What should a Group Leader know before he/she arrives in the UK?

A Group Leader should familiarize themselves with the following information before travelling to the UK:

- UK Child Protection laws and issues.
- School details – full address, key contacts, and emergency contact numbers.
- A detailed study and activity programme for the first week.
- Arrival information – where and how the Group Leader and group are going to be picked up, and accommodation arrangements.
- A clear understanding of the role of the Group Leader, and of the school's expectations.
- Rules and school policies for students.
- The level of supervision required for students.
- Health and medical facilities at the school.
- Fire procedures at the centre.

- Background information about students in the group: medical history, emergency contact details, dietary and any other special needs. The Group Leader should make sure the school has this information beforehand and those appropriate arrangements have been made.
- Life in the UK (link to – <http://www.englishuk.com/en/agents/essential-information/life-in-the-uk>).
- UK Laws and Safety Issues
- General Information about the Country, the region, and the city/town, as well as tips for travellers (link to – www.visitbritain.com)

We expect the following from all our leaders:

1. Provide a police check/statement of good character from their own country.
2. Provide us with any emergency contact information for their students/parents and guardians re: The Parental consent form.
3. Be available every morning at the beginning of school in case of student absence/illness /lost or receiving emergency information.
4. Have always at least one group leader available when students are in class.
5. Leaders must accompany students on all organized excursions and after-school activities, assisting LanguageUK staff where appropriate.
6. All Leaders must be present to supervise student behaviour during breaks and lunches (refer to the schedule for times). Please ensure that they leave the canteen area clean and tidy.
7. Leaders are required to ensure that Canterbury no smoking policy is observed. Smoking cigarettes, vaping and e-cigarettes is strictly prohibited anywhere on school property, including the roads leading up to the premises. Please note it is illegal for U18 to smoke in the UK.
8. In the case of student sickness, LanguageUK should be informed at the earliest possible opportunity. If a student must remain at home due to sickness and an adult member of their host family is unable to stay with them, it is the responsibility of the group leaders to ensure that the student is not left alone.
9. If one of your students requires medical attention and need to see a doctor/dentist or go to hospital, you will be required to accompany them.
10. If a student has an ongoing medical condition, the group leader has the responsibility of ensuring that said condition is properly taken care of. LanguageUK and its host families will not be able to take any liability.
11. Inform us of any concerns about their student's pastoral and academic wellbeing as early as possible.
12. LanguageUK must always be able to account for the students' whereabouts. LanguageUK should be notified if groups intend to organise their own activities (the organisation of such activities is strongly discouraged as students will always be busy and this will interrupt the programme). The group leaders and agent representatives are responsible for the safety and well-being of the students during any activities arranged by themselves and not part of the LanguageUK programme.
13. Leaders cannot decide for themselves to re-house students. Students who request a host family change for no valid reason (such as their own prejudice regarding ethnicity, religion, sex, sexuality, disability, or a desire to share with other students) will be subject to a £100 charge. In Canterbury we have designated welfare and accommodation officers who oversee moving any students.

14. Under no circumstances, without the hosts consent, must a student take photos inside the house or residents and use these photos on social media including Facebook, WhatsApp, Snapchat, Instagram, Twitter, and any other application. This is a serious invasion of privacy.
15. LanguageUK are not liable for any videos, photos that are downloaded onto social media that causes distress or any legal action. The students who take the videos are responsible and liable.
16. Leaders are responsible for the above two points and to make it very clear to their students. Any students who are caught invading privacy will be expelled from the course.
17. Ensure their students follow the homestay providers mealtimes.
18. Ensure their students are punctual and attend all classes and activities.
19. Respond to any disciplinary matters that occur.
20. Ensure your students in your group understand the Anti Bullying policy.
21. Please note LanguageUK accommodation team can homestay host up to 4 students per household if the house is big enough.
22. Group leaders are responsible for organising a walking taxi home from the activity evening if required.
23. Homestay hosts are not responsible to the collecting and dropping off the students throughout the week.
24. Ensure all their students arrive home safely and go straight home after all activities.
25. Taxis are not provided for leaders or students who live within the catchment area of the school. If a leader/student requires a taxi they will have to pay if they are within catchment.
26. Respect European data protection laws (GDPR) and keep any personal data safe.
27. Always encourage your students to speak English.

Enjoy your time at LanguageUK.

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| Group Name: | Date: |
| LanguageUK: | |
| Group Leader: | |
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