Group Leader Responsibilities

Lessons and Activities

- Accompany and assist your students on their first day.
- Be present at the school half an hour before and after all classes.
- Be available to meet the Academic Team on issues which may arise with your students.
- Attend all activities and trips to supervise students. Pay particular attention to students on trips, especially when crossing the road.
- Help us ensure your students are present and punctual to all their classes and activities. If a student is ill and unable to attend a lesson or activity, please inform the Centre Manager.
- Help us make sure students do not disturb other classes at break times.
- Encourage students to speak English at all times.
- Assist us in disciplinary matters.

General Duties

- Provide the Centre Manager with a working mobile contact number.
- Adhere to the Safeguarding Policy (this can be viewed at www.lewis-school.co.uk/policies).
- Attend regular meetings with the management staff.
- Make sure you know where your students are at all times (see 'Keeping Track').
- Keep your mobile phone switched on at all times.
- Ensure your students understand and adhere to all rules and regulations of the Lewis School.
- Assist with counselling students on problems regarding issues such as homesickness, relationships with other students and academic problems.
- Make sure your students understand UK laws and that they must follow them. We take incidents relating to drinking alcohol, theft and taking illegal drugs very seriously.
- Encourage your students to try new things, especially food.
- Help your students with cultural issues. Some things will be different to their home country. Help us to explain it's not better or worse, just different.
- Pass on to the Centre Manager any justified and genuine complaints from students. We will try our best to rectify the problem quickly. At these times, whilst we understand and sympathise with your anxiety, we also greatly appreciate your patience and understanding.
- Discuss any and all changes to the programme with the relevant Lewis School Manager. Please note that, for Health and Safety reasons, Group Leaders are not permitted to take students on activities without a member of Lewis School staff unless this has been previously agreed with a manager and a Group Absentee Form has been signed.

Responsibilities for Infant Groups

Infant Groups, at Lewis School, describes any group where the predominant age is 10 or under. These groups will obviously require additional care and therefore you must identify your group as an infant group early in the booking. Attendance to all trips and activities is mandatory for all Group Leaders in these cases and additional Group Leader meetings may occur to discuss plans for trips and activities.