



THE ROLE & RESPONSIBILITIES OF GROUP LEADERS

1. GROUP LEADER RELATIONSHIP

Group Leaders are regarded as **colleagues**. There is an expectation that Group Leaders will work with the College staff to provide students with a valuable and enjoyable learning experience within a safe and secure environment.

2. STUDENT MEETINGS

Group Leaders are required to attend all student meetings organised by the College and to ensure that all of his or her allocated students are present at the start of each meeting.

3. LESSONS & ACTIVITIES

Group Leaders are responsible for ensuring that all of his or her allocated students attend lessons and activities at the arranged times. The College staff will not look for students who are still in bedrooms, playing football outside, etc.

4. MEAL TIMES

It is the responsibility of the Group Leaders to ensure that students attend all meals at the arranged times. Meal times are set according to the course schedule and cannot be amended without prior notification (usually before a course starts). If students are unable to attend a meal due to a legitimate reason (e.g., a medical appointment), all reasonable efforts will be made to ensure that those students will still receive the missed meal.

5. CHANGING THE PROGRAMME

The programme of lessons, trips and activities is detailed in the course schedule, which is sent out to agencies and/or Group Leaders before the students arrive. Once a schedule has been accepted by an agency and/or Group Leader, all activities and trips are booked and prepared for in advance to avoid disappointment and to create the best possible experience for the students. These pre-arranged activities and events cannot therefore be altered at the 'last minute'.

6. CHANGING BEDROOMS

Before students arrive, room lists are sent out to agencies and/or Group Leaders. These room lists show where the students may be allocated and it is left to the agency and/or Group Leaders to allocate students accordingly. Provided that the College is informed, students are free to change bedrooms but only within the series of rooms allocated to a gender and particular group.

7. STUDENTS GOING OFF-SITE

The Group Leader may take students off-site, but only outside of arranged lessons and activities and only after having informed a member of staff. **Before taking the students off-site, the Group Leader must complete a Consent Form provided by the College. Students - irrespective of their age - are not permitted to go off-site without being accompanied by a Group Leader.**

8. STUDENTS TRAVELLING WHEN UNWELL

The decision as to whether a student is fit to travel rests with the Group Leader. Under no circumstances may an unaccompanied student be left alone in college.

9. GROUP LEADERS ENTERING CLASSROOMS

Group Leaders must get permission from the Academic Course Director (not directly to teachers) 24 hours before entering classrooms. Group leaders must not interfere or participate in the lesson and they are not permitted to take photographs, videos or make sound recordings. There will be a time limit of 15 minutes (this may be extended, but only with the prior permission of the teacher). Please respect the wishes of Chaucer teachers.

10. GROUP LEADERS GOING OFF-SITE

One group leader for each group must remain on-site unless permission has been given by College Management. The College needs always to be able to contact and retrieve at least one Group Leader in case of emergency.

11. LIGHTS-OUT

Students must be in their accommodation block at 22:00. Loud games, running, shouting, etc. are not permitted after 22:00 and anything that disturbs other students and residents will not be tolerated. **It is the responsibility of the Group Leader to ensure that students behave quietly after 22:00. By 23:00, students should be in bed with the lights-out.**

12. STUDENT BEDROOMS

By 23:00, students must be in their own bedrooms. Students are not permitted to go into other students' bedrooms or to congregate in hallways, etc. after that time. **Male and female students entering one another's bedrooms is strictly forbidden at all times.** The Group Leader is responsible for ensuring that students adhere to these rules.

13. MONITORING & SUPERVISING STUDENTS

Along with the College staff, the Group Leader is responsible for monitoring and supervising students at all times to ensure that they are behaving appropriately. Where students behave inappropriately or notices need to be issued, it is expected that the group leader will help to manage the students and reinforce instructions and standards of good conduct.

14. TRIPS

The Group Leader must take joint responsibility for his or her allocated students when on trips. It is expected that the Group Leader will help the College staff to marshal the students and to issue instructions, meeting times, safety points, etc. to the students when needed.

15. TRANSPORT

The UK has very strict laws surrounding seat-belts. **Students must not at any time remove their seatbelt, stand-up or change seats when a coach or minibus is moving. Working with the College staff, it is expected that the Group Leader will enforce these rules at all times.**

16. COVID-19

If a student displays any symptoms of Coronavirus - persistent cough, high temperature, loss of taste/smell- they should be immediately separated from other students and you must notify the College. Steps will then be taken to arrange self-isolation and testing. **Under no circumstances should a student who is displaying symptoms of COVID-19 attend lessons and activities or otherwise socialise with the rest of the group until testing has taken place and it has been confirmed that they are not infected.**

17. FAILING TO MEET EXPECTATIONS

Where a Group Leader consistently fails to meet the expectations set-out above or control his or her allocated students, a member of the College staff will take over the role and the Group Leader's agency / manager (School Director, Headmaster, etc.) will be informed immediately .

I HAVE READ, UNDERSTOOD & AGREE TO MEET THE EXPECTATIONS STATED ABOVE

Sign

Print

Date:/...../.....