GROUP LEADER AGREEMENT

This agreement aims to summarise the responsibilities of the group leader at one of our **tangerine:ed** centres. This list is not exhaustive and from time-to-time **tangerine:ed** may require additional support from the group leader, which should be discussed prior to arrival.

Briefings

We ask that group leaders attend an online pre-arrival briefing with **tangerine:ed**, or this can be conducted in-person if appropriate. This is an important time to check if there are any outstanding documentation required and to go through any questions the group may have prior to arrival. In addition, we also ask that the group leader has a meeting with the Centre Manager within 2 days of arrival to the centre. This will ensure the group leader has a direct line of contact if any issues arise.

Pastoral Care

The pastoral care of every one of our students is a priority for all **tangerine:ed** staff. It is possible that at some time during their stay with us your students will feel homesick or unhappy. The Centre Manager at each of our centres who will be happy to provide comfort and advice, as will all our staff. However, we would appreciate your help wherever possible. Group Leaders are key when students need to communicate in their native language.

Healthcare

Sometimes students will come to you with health issues. We have trained first aid staff on site at all times and very good links with the local doctors and hospitals. If one of your students needs to go to the hospital, we will of course offer to send a member of staff with them, but it will sometimes be advisable for you to go with them – especially if they need help with their English.

Nighttime Supervision

tangerine:ed is responsible for the welfare and security of the students at all times. However, during the night we would appreciate your help making sure your students are in their accommodation at the correct times and behave during the night. **tangerine:ed** staff will help with this supervision.

Punctuality and Attendance

Please help us ensure that your students are on time for all activities and lessons. This is for their benefit as well as the benefit of the other students at the centre.

Information

During your time with us we will make every effort to communicate things to your students – either on the student notice boards, in lessons or from staff. However, you will also receive this information, and we would appreciate any help you could give in passing this onto your students.

Involvement

We want the students to be fully involved in the programme – both academic and social – and we need your help in encouraging the students to get involved at all times. Hopefully you will get involved yourself as well - maybe playing football on the staff team or singing at the Karaoke.

Dining Hall Behaviour

Mealtimes can be hectic so it would help us greatly if you could ensure that your students behave correctly in the Dining Hall. The Centre Manager will let you know any specific rules. Ideally, we like you to have your meals with your students.

On Trips

tangerine:ed has absolute responsibility for the students when we take them out on excursions and trips. However, it would help us greatly if you could support the Counsellors/Activity Leaders wherever possible – this may be by translating instructions, helping to cross the road, helping students on and off trains or by ensuring your students are at the meeting points on time. Taking your students away from the main group on trips is not permitted.

Non-scheduled Activities

If you choose to take your students out of our programme at any time or decide to take your students on unscheduled activities or excursions the responsibility for their safety and welfare will become yours. **We strongly advise that you do not do this and stay with the scheduled programme.** Should you choose to do this it is important that you sign out your students and provide us details of your planned activity and return time.

It is essential for the smooth running of all summer schools that everyone works together for the common good. tangerine:ed take responsibility for your students at all times whilst they are involved in programmed activities, and we will do everything to ensure their safety and welfare.