



Job Description – Guardian Junior Summer Centres

Introduction

The Lewis School of English was established in 1976 and has been running junior programmes since 1997. Our main school and all our summer junior centres are accredited by the British Council. We are also members of Quality English and English UK, and are an Investor in People. We proudly describe ourselves as a 'boutique' language school – independent, customer-focused and high in quality.

Our students come from all over the world – across our summer centres we welcome students from over 30 different countries each year. Students receive English language tuition together with a fun-filled activities programme. The activities programme includes daytime and evening activities and full-day and half-day trips to local attractions and popular tourist destinations. In larger centres we operate a 'zigzag' timetable whereby half of the students have lessons in the morning and activities in the afternoon and the others vice-versa, alternating on a weekly basis. Please note that the programmes and timetables are different for each centre.

Main Duties / Responsibilities

The Guardian is a vital role in the welfare of the students on our summer junior courses. The majority of our students are accompanied by a Group Leader, but some come as individuals - without friends, family or a group leader. For these individuals the Guardian acts in a pastoral capacity to ensure that they are well taken care of and included in all activities. The Guardian will be based on centre. The Guardian reports to the Centre Manager, but must work closely with the Activities Manager, Head Teacher and Child Protection Officer.

Duties

- Meet all residential individuals on arrival: bring a timetable, show them the facilities and tell them all important information (mealtimes, lessons, activities, meeting points)
- Meet all homestay individuals on their first day, before their first lesson or activity. The Guardian should accompany and assist all individual students on their first day.
- Arrange a daily meeting after the activity session (two meetings when on zig-zag). Make sure they all know the exact time and the location.
- The Guardian should also be present in the staff room at each break. This will allow students to come individually if they have a problem they want to discuss.
- All individuals are given the Guardian's mobile number and the Guardian should get the student's number as soon as possible.

- Each week the Guardian must have a meeting with the Centre Manager, Activities Manager and Head Teacher to talk about the individuals.
- If possible, the Guardian should go on trips, if not, (s)he must designate an Activity Leader to be responsible and provide a register and the mobile numbers of all individuals.
- Make sure the individuals are informed about optional trips.
- The Guardian has to give out bus tickets (Southampton centre) and make sure all individuals receive the new timetable at the end of each week.
- If an individual is missing or is late, the Guardian is the point of contact
- The Guardian should be present before and after classes.
- Ensure that the students are present and punctual
- The Guardian must attend all inductions with the Centre Manager, Activities Manager and Head Teacher.
- If an individual needs to see a doctor or be taken to the hospital, the Guardian must accompany him/her.
- The Guardian will be on call for emergencies 24/7. A manager will take the emergency phone on the Guardian's day off.

This job description is not exhaustive - other tasks and responsibilities may become apparent during the course of employment and this will be reviewed in regular appraisals.

Updated December 2016