

# CICERO LANGUAGES INTERNATIONAL LIMITED

## JOB DESCRIPTION

### ACTIVITY AND AIRPORT TRANSFER LEADER

Duties include:

#### ACTIVITIES LEADER

Duties as an activities leader include:

1. Accompanying the students on activities and outings on their programme as agreed with the Centre Manager
2. Ensuring the safety of all students during activities
3. Carrying out any necessary preparation before each activity
4. Explaining the activities to the students in a clear and positive manner and keeping them well informed
5. Giving the students information in a clear and positive manner about the places they see on any sightseeing trips or town tours
6. Ensuring that activities start and finish punctually
7. Clearly explaining meeting points and times
8. Clearly giving the students the emergency telephone number for the activity staff
9. Checking that one leader has collected and is carrying a First Aid Box
10. Carrying and answering the activity emergency phone
11. Logging any accidents in the Accident Book
12. Putting away any equipment and leaving premises in a tidy condition after each activity
13. Checking coaches for lost property at the end of each trip
14. Informing the Centre Manager about any problems during any activities
15. Informing the Centre Manager about any accidents / First Aid that was provided
16. Providing feedback on the activities and outings to the Centre Manager
17. Assisting the Director of Studies and / or Centre Manager with the testing of new students
18. Any other duties which the Centre Manager may reasonably request

#### AIRPORT TRANSFER LEADER

Duties as an airport transfer leader include:

1. To be at the designated meeting place on time to meet students on arrival at Heathrow with all relevant student data sheets and school posters
2. To meet students and welcome them to England
3. To ensure that students stay in an agreed area while any further students are being met
4. To take students to the school's transfer coach or minibus or to hand them over to another Cicero travel leader for the transfer
5. To ensure that the correct students board the transfer coach or minibus
6. To accompany students on the coach or minibus to the course town or wait at the airport to meet further students, as required



7. To provide the students with a copy of their programme of activities during the journey to the course town and answer any questions they may have
8. To keep the Centre Manager or other appointed member of staff informed as to any delays or problems
9. To inform the Accommodation Officer or other appointed member of staff of the estimated time of arrival in the course town
10. On arrival in the course town to introduce the students to their host families and provide each host family with a copy of the programme of activities
11. To ensure that the correct students are given to the correct host families and check the identity of the host families before allowing each student to depart with his or her host family
12. To meet students in the course town for their return transfers to the airport
13. To ensure that the correct students are on the return coach and that they have their passports on them before departing from the course town. Also check that they have returned their host family's key.
14. To accompany the students to the check-in counter and help check them in
15. To ensure that each student travelling unaccompanied goes through the departure passport check and that they know their departure gate number and time
16. To take any students travelling with the airlines unaccompanied minors scheme to the appropriate check-in desk, ensure that they are checked in and handed over safely to the airline staff
17. To ensure the safety of all students at all times
18. To check the coaches or minibuses for any property left behind before the students leave the area
19. To keep the students informed at all times, especially in the case of delay or any problems

