

Job description- Tour Guide

1. To be responsible for groups of adult (18+) international students on excursions around the UK and Leeds. You must ensure their safety and welfare at all times. You must represent our college in the best light possible and ensure that students are also aware of this expectation.
2. To adhere as much as possible to the set itinerary of the day. There may be changes to details (such as meet-up times, locations for food and so on) but as this itinerary is the one being advertised, it must be followed as closely as possible unless there is a good reason for doing so.
3. To provide informative and understandable information of the places you are visiting to help students to understand the significance of the location and its history. It may be necessary to provide extras, such as quizzes or fact sheets in order to help students to understand this.
4. To be responsible for writing and providing a comprehensive, complete and accurate risk assessment for each excursion, to be presented to the inlingua Leeds management no less than 4 working days before the excursion is due. This will then be completed with the personal information of all students participating and any additional issues discussed. You must raise any concerns you have about the safety of any excursion at least 3 days before the excursion is due to take place, to give inlingua Leeds time to re-plan.
5. To carry on your person at all times during the excursion a copy of the risk assessment, a register of students on the excursion (to be provided by inlingua Leeds), your staff card, the itinerary of the day, your mobile phone (which must be switched on, on loud and you must answer if contacted by any student or inlingua Leeds staff), a small number of first aid supplies (to be provided by inlingua Leeds) and any supplies which may be necessary to the safety, welfare and enjoyment of students (for example, water if the day is predicted to be warm). These will be supplied by inlingua Leeds.
6. To maintain the stated 1:20 supervision ratio at all times and ensure that students who are not on your list do not attend the excursion without the express permission of the management. Any last minute additions to the excursion will be emailed and texted to you, along with their personal details to be added onto the risk assessment.
7. To chat and be friendly to all students on the trip and ensure that they are enjoying themselves.

Created: 22/02/2019

Last Reviewed: 23/12/2023

To be reviewed: 23/12/2024

Management

8. To take regular photos of students on the trip for promotional purposes on the college's website and social media. Please ensure that the people featured in the photos are inlingua Leeds students and staff, as all others will need to be edited out.
9. To, where necessary, drive students on the excursions. You must adhere strictly to all traffic laws and behave in a way that reflects inlingua Leeds in a positive way.
10. You must ensure that all students and staff follow the inlingua Leeds policies in all cases.