



Manor Courses Summer School at Hurst College

is recruiting suitable candidates for these 3 different Residential Activity Leader positions
Sports / Arts & Crafts / Performing Arts
for our Residential English Language Courses for young foreign students, aged 10-17 years

Details	
Duration	6½ week or 4½ week or 2 week Temporary Contracts (including Induction Course)
Dates	6½ week = Mon 2 July – Thur 16 Aug or 4½ week = Mon 2 July – Thur 2 Aug or 2 week = Wed 1 Aug – Thur 16 Aug
Location	Hurst College, Hurstpierpoint, West Sussex, UK (near Brighton)

Remuneration Package	
6 ½ week salary	£1826 (staff 21 yrs old & over) or £1460 (staff 20 yrs & under) - National Insurance & Tax will be subtracted if applicable. Includes 2 days paid training in the Induction Course (Tues 3 July – Weds 4 July). Includes 3.5 days paid holiday, statutory holiday pay. You will have 6 days off (24hr periods) during contract period.
4 ½ week salary	£1257 (staff 21 yrs old & over) or £1006 (staff 20 yrs & under) - National Insurance & Tax will be subtracted if applicable. Includes 2 days paid training in the Induction Course (Tues 3 July – Weds 4 July). Includes 2.43 days paid holiday, statutory holiday . You will have 4 days off (24hr periods) during contract period.
2 week salary	£615 (staff 21 yrs old & over) or £492 (staff 20 yrs & under) - National Insurance & Tax will be subtracted if applicable. Includes ½ day paid training in a short Induction Period before your teaching and rota duties start. Includes 1.5 days paid holiday, statutory holiday pay. You will have 2 days off (24hr periods) during contract period.
Other benefits	Accommodation/Full-board - salary has an accommodation offset already deducted. We pay £175/week to Hurst College. Sports / Recreation facilities on-site - available in certain weekly sessions, in a healthy rural setting. CRB (Criminal Records Bureau) check - if applicable it will be paid by the company, at the discretion of the Directors.

Our Manor Courses (MC) Mission	
We are looking for Activity Leaders who	
<ul style="list-style-type: none"> • Have a UK or EU passport or UK visa (<i>we are not able to obtain Permits or Visas for applicants</i>). • Have relevant experience / training / degrees / certificates. • Have experience of working with, or desire to work with, children. • Are willing to undergo a Criminal Records Bureau (CRB) check for suitability to work with young students. • Are prepared to be flexible in order to meet the needs/demands of a residential summer school. • Are prepared to be flexible in order to meet the needs of a residential summer school. This is a 48hr working week. 	
The aims of the Summer School and Residential English Language Course	
<ul style="list-style-type: none"> • Teach, practise and develop English as a foreign language for young international students. • Provide a carefully planned sports/arts programme for the students to join voluntarily. • Escort students on cultural activities off campus (excursions). • Support, comfort and provide a safe secure environment to make friends from around the world. 	

Summary of Responsibilities – This is a 48hr working week	
Pre-Course	
<ul style="list-style-type: none"> • Read the Staff Handbook thoroughly. Attend the Induction Course prior to students arriving (Tues 3 July – Weds 4 July). 	
The daily Regular Working Hour responsibilities include	
<ul style="list-style-type: none"> • Organise, book facilities, prepare equipment and promote - 3 Sport/Dance/Music/Drama/Art/Craft sessions daily: <i>7 days per week (except excursion days and your day off)</i>. • Meetings & Admin - Attend regular Staff Meetings. Fill-in the required paperwork as records of activity sessions: <i>daily</i>. 	
The additional weekly Regular Working Hour responsibilities include	
<ul style="list-style-type: none"> • Tournaments & Competitions – Organise and promote sports and art competitions: <i>a minimum of 4 competitions per week</i>. • Other Activities Programme - Participation in social activities programme, eg. <i>Discos, Farewell Presentations: 3 weekly</i>. • Excursion Duty Shifts - Coach supervision and site-seeing co-ordination on full-day and afternoon excursions: <i>once a week</i>. • English Testing and Orientation - Invigilate exam rooms and give campus walking tours to new students: <i>once a week</i>. 	
The other Regular Rota Hour responsibilities, i.e. Supervision Duty Rotas, include	
<ul style="list-style-type: none"> • Domestic Duty Shifts - You will be allocated a Team, A or B, for these duties: <i>alternating rota includes manning the meal queues daily - either breakfast/break/lunch or dinner</i>. • Residential Duty Shifts - You will be allocated a Team, A or B, for these duties: <i>assisting with night registrations (8-11.30pm) every second day; and overnight emergency call / security (11.30pm-5.30am) once a week</i>. 	
Other	
<ul style="list-style-type: none"> • Communication - You can report directly to: the Managing Director and Course Director on any/every issue. You will also liaise with the following 'line managers': your team Head Activity Leader and the overall Activity Manager for any duty issues; House Managers & English Teachers with regards to teamwork within residential duties; Welfare Officer with regards to other student issues; and in emergencies, with the Nurse and Security Guard. Walkie-talkie 2-way radios are supplied by us. • Uniform & Identity - Wear the issued <i>MC</i> lanyard with name tag (<i>always</i>), and T-shirt/sweater (<i>for certain rota duties</i>). • Inventory - Keep an inventory of equipment from the start: <i>stock-take regularly and at the end</i>. 	

Find our Application Form on our website's Jobs page. During the recruitment process **Manor Courses** will:

1) contact all references; 2) verify certificates; 3) arrange a phone interview; ...and if successful...

4) send a staff handbook; 5) send a contract; 6) the CRB process begins in the Induction Course

The Application Form must be filled-in by all applicants with all supporting documents. Please send to:

Jon Barnard, *Manor Courses*, 8 Foundry Street, Brighton, BN1 4AT, ENGLAND

E-mail: jon@manorcourses.co.uk Web: www.manorcourses.co.uk Tel: 01273 692878 Fax: 01273 602144