



Manor Courses Summer School at Hurst College is recruiting

House Managers (for Student Residences)

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 Mission

We are looking for Residential House Leaders who

- Have a UK or EU passport or UK visa (*we are not able to obtain Permits or Visas for applicants*).
- Are willing to undergo a Criminal Records Bureau (CRB) or equivalent check for suitability to work with young students.
- Have some relevant or applicable training / degrees / certificates.
- Have experience of working with, or desire to work with, children.
- 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

- 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

- Read the **Staff Handbook** thoroughly. Attend the **Induction Course** prior to students arriving.

The daily Regular Working Hour responsibilities include

- **Residential Supervision:** Provide a range of activities for students to do in the house during afternoons and evenings. Offer pastoral care to all students throughout shifts: *mornings, afternoons and evenings daily*.
- **Night Duty:** Hold a house meeting when all students are registered into the house at 10.15pm, ensure they are in bed with lights out by 11.30pm. Patrol house to ensure good behaviour, health, tidiness and welfare: *you are on a rota and required to do this daily, 10.15-11.30pm; and overnight emergency call / security (11.30pm-5.30am) once a week*.
- **Meetings & Admin:** Attendance at regular staff meetings. Complete the required paperwork as your record of the school's pastoral care and your house's maintenance needs: *daily*.
- **Maintenance, Health & Safety:** Make the Directors aware of any maintenance issues in the house; be aware of H&S policies and procedures and ensure these are followed; be aware of fire procedures and respond to alarms when necessary: *daily*.
- **Promotion:** Create awareness of policies, welfare issues, activities, excursions (eg. use notice boards, display area etc.): *daily*.

The additional weekly Regular Working Hour responsibilities include

- **Check-in / Arrival & Check-out / Departure Days:** Welcome students on arrivals day; show them to rooms. Help with packing and monitor condition of rooms and house on departure days: *once a week*.
- **Orientation:** Welcome new students to house, provide an orientation to show them facilities and fire exits, practice fire drills, organise student questionnaires/feedback sessions, and help students settle in: *daily*.
- **Activity Sessions:** Assisting sports/arts leaders with evening activity programme: *6 evenings per week*.
- **Excursion Duty:** Coach supervision and site-seeing co-ordination on full-day and afternoon excursions: *once or twice a week*.

Other

- **Communication:** You report directly to: the Managing Director and Course Director, Welfare Manager on any/every issue. You are also required to communicate extensively with the EFL Teachers & Activity Leaders on duty in your house. You will communicate constantly with the other House Managers, and in emergencies, with the Nurse and Security Guard. Walkie-talkie 2-way radios are supplied by us.
- **Uniform & Identity:** Wear the issued MC lanyard with name tag (*always*), and T-shirt/sweater (*for certain rota duties*).

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

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