



Manor Courses will be looking for Art Leaders for its Residential Summer School for young foreign students from 6-17 years.

Residential Arts & Crafts Leader / Social Supervisor

Course Centre: Hurst College, Hurstpierpoint, Sussex, U.K.

6 week contract dates: Friday 9 July – Friday 20 August 2010

2 ½ day Induction Course: Tuesday 6 July – Thursday 8 July

REMUNERATION package includes:

Salary: **£1745.85** (from 6 July – 20 August 2010) minus N.I. and Tax only if applicable.

Other benefits:

Accommodation & Full board included for duration of contract (salary shown includes deduction of an accommodation charge).

3.5 days paid holiday (salary shown includes holiday pay)

Sports / Recreation facilities available in certain sessions, and a healthy rural setting.

Child Protection seminar & CRB Certificate.

Staff social fortnightly event.

7 days off during contract period.

The aims of the SUMMER COURSE:

- To introduce the English language to young foreign students.
- To provide a carefully planned sports/arts programme for the students to join voluntarily.
- To provide a carefully planned recreational and cultural activities programme both on campus and off campus.

We are looking for LEADERS who:

- Hold a UK passport or visa (*we are not able to obtain Permits or Visas for applicants*).
- Are willing to undergo a Criminal Records Bureau (CRB) check for suitability to work with young students.
- Have relevant experience / training / degrees / certificates.
- Have classroom experience or experiences working with children at any level.
- Are prepared to accept the other duties as well as organising Performance sessions.

Summary of RESPONSIBILITIES:

Pre-Course:

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

The daily Fixed Working Hour responsibilities include:

- **Art Sessions (for Senior Students)** - Provide a range of exciting topics and ideas for arts & crafts projects in 3 sessions: *5 afternoons and 6 evenings per week*.
- **Juniors Art Sessions (for Junior Students)** – Provide a tightly controlled and stimulating session for our younger students (ages 6-11) in 1 session (2-3.45pm daily): *5 afternoons per week*.
- **Promotion** - Create an awareness of planned activities (e.g. use notice boards, display area etc.).
- **Meetings & Admin** - Attendance at regular Staff Meetings. Fill-in the required paperwork as records of activity sessions

The additional weekly Fixed Working Hour responsibilities include:

- **Other Activities Programme** - Participation in social activities programme: *weekly Farewell Presentation*.
- **Assembly, Test & Tour** – assist EFL staff with welcome assembly, placement testing and provide tour of campus to new arrivals.
- **Excursion Duty Shifts** - Coach supervision and site-seeing co-ordination on full-day and afternoon excursions: *one per week, respectively*.

The other regular Rota Hour responsibilities, i.e. Supervision Duty Rotas, include:

- **Duty Shifts** - You will be allocated a Team, A or B, in which to carry out these duties. The rota for each team will alternate daily; *The Duty Shifts include manning the breakfast, break, lunch and dinner queues; attending daily staff meetings and preparation sessions; afternoon art sessions; evening art sessions and assisting with night duty & lights out.*

Other:

- **Communication** - You can report directly to: the Director, Managing Director and Course Director on any/every issue. You will also liaise with: your team Senior Sports Leader and the overall Activities Programme Manager for any duty issues; Jr Leaders to arrange activities for Jr students; Performing Arts and Sports Leaders for other parts of the Activities programme; English Teachers with regards to teamwork within residential duties.
- **Dress** - Wear the issued Manor Courses T-shirt or cap for certain aforementioned duties.
- **Inventory** - Keep an inventory of equipment from the start: *stock-take regularly and at the end.*

Example weekly breakdown of Fixed Working Hours - weekly/daily (except when on a day off):

ARTS & CRAFTS Sessions (or EXCURSIONS)	21hrs	6 afternoons/evenings (pm may include excursion)	<i>2-3.45pm; 4.15-6pm = 3hrs 30min</i>
	7hrs 15min	1 full-day Excursion	<i>outward coach duty + town or town + return coach</i>
Assembly/Test/Tour	3hrs	1 morning per week OR morning Activity Session	<i>9.15am - 12.15pm</i>
Presentation	1hr	1 evening	<i>6-7pm</i>
Admin	1hr	Morning meetings (& activity record sheets)	

Example daily breakdown of Rota Working Hours - 1 shift of the below per day:

DOMESTIC SUPERVISION MEALS/AM BREAKS	3hrs 15min	Wake-up 7.30-7.45am Breakfast 8-9am; AM Break 10.45-11.15am; Lunch 12.45-1.45pm; Dinner 7-7.45pm
Evening Activity & NIGHT SUPERVISION	3hrs 15min	Arts & Crafts Activity 8-10pm Night House Duty 10-11.15pm

1) contact all references and verify certificates; 2) arrange a phone interview; 3) send a handbook; 4) send a contract; 5) the CRB process begins in the Induction

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Please see the website to get a better idea of the school: www.manorcourses.co.uk