



Manor Courses will be looking for EFL Teachers for its Residential Summer School for young foreign students from 11-17 years.

'Residential EFL Teacher / Social Supervisor'

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

4 week contract dates: **Fri 9 July – Fri 6 Aug 2010** / 6 week contract dates: **Fri 9 July – Fri 20 Aug 2010**

2 ½ day Induction Course: **Tues 6 July – Thurs 8 July**

REMUNERATION package for over 22's includes:

4 week contract salary: **£1197.90** (from 6 July – 6 August 2010 including 2.33 days paid holiday & 4 days off during contract period) minus N.I. and Tax only if applicable.

6 week contract salary: **£1745.85** (from 6 July – 20 August 2010 including 3.5 days paid holiday & 7 days off during contract period) 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).

Paid holiday (salaries shown include holiday pay).

1 day off per week (as detailed above).

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

Child Protection seminar & CRB Certificate.

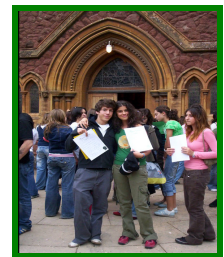
Staff social fortnightly event.

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 TEACHERS 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 an externally validated Cambridge CELTA/Trinity TESOL with a minimum of 100 hours input and 6 hours supervised teaching; or a PGCE.
- Have classroom experience at any level.
- Are prepared to accept other duties as well as teaching (i.e. excursions, residential supervision).



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:

- EFL Lessons** - Teach 2 x 90 minute classes 5 mornings a week. (1 x Communication Skills using Teachers' choice of materials + 1 x Language Awareness using course book)
- Planning** - Plan and organise materials for the above teaching duties from a range of resources.
- Admin** - Fill-in the required paperwork and lesson files for student attendance and lesson contents.

The additional weekly Fixed Working Hour responsibilities include:

- EFL Project** - 3 x 60 min evening sessions per week - based on cultural/excursion topics.
- Testing** - Oral testing and marking multiple choice placement tests: *once a week*.
- Certificates & Reports** - Write final certificates and reports for departing students: *once a week*.
- Other Activities Programme** - Participate in **Farewell Presentation**. Assist with evening activity programme for 2 x 1 week periods.
- Orientation** - provide students with an orientation session each week; practice fire drills & complete paperwork.
- Meetings** - Attend regular Staff Meetings: *three times per week*.

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

- Residential Duty Shifts** - You will be allocated a Team, A, B, C or D, in which to carry out these. Evening house duties are between 8 -10pm and occur every fourth evening and overnight duty will occur every fourth night. Other duties will include covering House Managers when they are on a day off.
- Excursion Duty Shifts** - Coach Supervision and site-seeing co-ordination on full-day and afternoon excursions: *once/twice per week*.
- Arrivals** - Welcome groups of students on arrival days: *once a week, replacing the Meeting/Planning Shift (above)*.

Other:

- Observations** - You will be observed once by the DOS or ADOS.
- Communication** - You can report directly to: the Director, Managing Director and Course Director on any/every issue. You will also liaise with: your Teaching Partner with regards to lessons; DOS/ADOS/Senior Teachers with regards to other EFL issues; Activity Leaders with regards to teamwork within residential duties; Welfare Officer with regards to other student issues.
- Dress** - Wear the issued Manor Courses T-shirt or cap for certain aforementioned duties.

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

English Classes/Testing (or EXCURSIONS)	21hrs	5 mornings/ 3 evenings	9.15-10.45am / 11.15-12.45am / 6-7pm
	7hrs 15min	1 full-day Excursion	outward coach duty + town or town + return coach
Meeting/CPD/Planning	4 hours	2 afternoons per week	1.45pm - 3.45pm Monday & Thursday
Presentation/Orientation	2 hours	Once each per week - 1hr	6-7pm

Example daily breakdown of Rota Working Hours – 1 shift of the below per day rotating every 4 days:

DOMESTIC SUPERVISION / Activities	Rota Basis	7.45 – 8am Wake-up duty; 3.45-4.15pm break duty; 2-6pm house duty (to cover House Managers day off); 8-10pm House Duty; 10-6am overnight house duty.
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Please note – the Application Form must be filled-in by all applicants with all supporting documents. During the recruitment process we will:

- 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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