

Manor Courses

Family-run Residential English Summer School since 1970
www.manorcourses.co.uk



Manor Courses will be looking for House Managers for our Summer School for young foreign students from 6-17 years.

House Manager / 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 includes:

4 week contract salary: **£1197.90** (from 6 July to 6 Aug 2010, including 2.33 days paid holiday & 5 days off during contract period) minus N.I. and Tax only if applicable.

6 week contract salary: **£1745.85** (from 6 July to 20 Aug 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).
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 LEADERS who:

- Have 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 experience or experiences working with children at any level.
- Are prepared to accept the other duties as well as 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:

- **Residential Supervision:** Provide a range of activities for students to do in the house during afternoon and evening activity sessions for students who don't want to join sporting activities (e.g. DVD's, card games, board games, conversation, music etc); supervise students and notify issues such as homesickness/illness to relevant persons. Offer pastoral care to all students throughout shifts.
- **Night Duty** All students will be registered into the house at 10pm, ensure they are in bed with lights out at 11pm.
- **Maintenance, Health & Safety:** Make Directors aware of any maintenance issues in the house; be aware of H&S policies and procedures and ensure these are adhered to; be aware of fire procedures and respond to alarms when necessary.
- **Orientation:** Welcome new students to house, provide an orientation for them and help students settle in.
- **Promotion** - Create an awareness of planned activities and tournaments (e.g. use notice boards, display area etc.).
- **Meetings & Admin** - Attendance at regular staff meetings. Complete the required paperwork as records of pastoral care and maintenance needs.

The additional weekly Fixed Working Hour responsibilities include:

- **Arrivals and Departures:** Welcome students on arrivals day; help with packing and monitor room tidying on departure days.
- **Activity Sessions** – 6 evenings per week – assisting sports leaders with evening activity programme.
- **Excursion Duty Shifts** - Coach supervision and site-seeing co-ordination on full-day and afternoon excursions: *once each per 2 weeks*. (This duty replaces the normal 8 hour daily duty in the house)

Other:

- **Communication** - You report directly to: the Director, Managing Director and Course Director, Welfare Officer or the Nurse on any/every issue. You will also liaise with the Sports Leader and EFL Teachers that will assist with some duties in the house, such as night registration and wake-up.
- **Dress** - Wear the issued Manor Courses T-shirt while on duty in the house and during excursions to identify you as on duty.

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

Residential Supervision Team A	15mins	Meeting	1.45 - 2pm daily
	4hrs	Afternoon Duty	2-6pm
	3hrs 45mins	Evening Duty	7.30-11.15pm daily
-or- EXCURSION	3hr 15min	IN PLACE OF AFTERNOON DUTY	Twice weekly (one full day, one half day excursion)

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

Manor Courses Ltd, 9-10 Jew Street, Brighton, East Sussex, BN1 1UT, England

Telephone: +44 (0) 1273 777 240; Fax: +44 (0) 1273 777 342; E-mail: helen@manorcourses.co.uk

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