



Manor Courses will be looking for EFL Teachers for its Residential Summer School for young foreign students from 6-11 years.

'Residential Junior 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 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. & Tax only if applicable.

6 week contract salary: **£1745.85** (from 6 July to 20 Aug 2010, including 3.5 days paid holiday and 7 days off during contract period) minus N.I. and Tax only if applicable. Overtime may be available depending on student numbers during weeks 5 & 6.

Other benefits:

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

Holiday Pay (salaries shown include holiday pay)

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 or Trinity TESOL certificate with a minimum of 100 hours input and 6 hours supervised teaching; or PGCE. Certificated completed on-line are not accepted.
- 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 lesson 5 mornings a week, i.e.: 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** - Take 3 evening Sessions of 60 min (on cultural/excursion topics) per week: *three times a week*.
- **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** - Participation in social activities programme: *weekly Student Orientation and Farewell Presentation*.
- **Meetings** - Attendance at regular Staff Meetings: *three times a week*.

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

- **Activity or Residential Duty Shifts** - You will be allocated 1 Shift per day for 3 days doing an afternoon/evening activity, and every fourth night do the Night Duty Shift: *on a daily afternoon/evening/night duty-rota basis*.
- **Excursion Duty Shifts** - Coach Supervision and site-seeing co-ordination on full-day and afternoon excursions: *one per week, respectively, replacing the Residential Duty Shift (above)*.
- **Arrivals** - Welcome groups of students on arrival days: *once a week, replacing the Residential Duty Shift (above)*.

Other:

- **Observations** - You will be observed once by the DOS or ADOS and once by British Council inspectors.
- **Communication** - Report directly to the Director/Managing Director and Course Director on any/every issue. Liaise with your Teaching Partner with regards to lessons; DOS/Jr ADOS with regards to other EFL issues; Jr Sports Leaders with regards to the activity sessions; the Jr Course Manager and Jr House Leaders 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):

LESSONS/TEST	18hrs	6 mornings (5 days x 2 Lessons, 1 day x Testing/Marking)	<i>9.15am-12.45pm = 3hrs x 6 days</i>
PROJECT/PRESENTATION	4hrs	4 evenings (3 x Projects, 1 x Presentation)	<i>6-7pm</i>
EXCURSIONS	3hrs 15min	1 full-day Excursion <i>supervision in town</i>	
ADMIN	4hrs 30min	1.5hrs weekly planning, CPD & Reports, meetings	

Example daily breakdown of Rota Working Hours - 1 Shift of the below per day rotating every 4 days

RESIDENTIAL SUPERVISION (shift 1)	2hrs 15min	Activities 2-4.15pm (or Excursion)
RESIDENTIAL SUPERVISION (shift 2)	2hrs 15min	Activities 3.45-6pm (or Excursion)
RESIDENTIAL SUPERVISION (shift 3)	2hrs 15min	Activities 7.45-10pm
RESIDENTIAL Night Duty (shift 4)	8hrs 15min	Night House Duty 10pm-6am (paid work hrs) + Wake-up 7.45-8am (next day)

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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