



Manor Courses will be looking for **Junior Leaders** for its Residential Summer School for young foreign students from 6-11 years.
'Residential Junior House Leader'

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 – 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 – 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:

- 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 training / degrees / certificates regarding children.
- Are prepared to accept a wide range of duties (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:

- **Domestic/Welfare:** Eat your daily meals with the Jr students and take morning refreshment beaks with them, supervising the queues etc. Keep the Jr house clean and tidy and well-supervised.

The additional weekly Fixed Working Hour responsibilities include:

- **Other Activities Programme** - Participation in social activities programme: *weekly Assembly and Farewell Presentation*. Help with oral testing and marking multiple choice placement tests: *once a week*.
- **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)*.

The other regular Rota Hour responsibilities include:

- **Activity Duty Shifts** - You will be allocated 1 Shift per day doing an afternoon/evening activity.

Other:

- **Student Enrolments, Arrivals & Airports** - Keep yourself informed of Students' backgrounds and allocated rooms. Welcome students on arrival days at College or collect new arrivals and drop-off / check-in at airports: *once a week, replacing the Residential Duty Shift (above)*.
- **Communication** - You can report directly to: the Director, Managing Director and Course Director on any/every issue. You will also liaise with: Jr ADOS with regards to any EFL/lessons issues; Jr Sports Leaders with regards to the activity sessions; the Jr Course Manager with regards to all other student issues.
- **Dress** - Wear the issued Manor Courses T-shirt or cap for certain aforementioned duties.

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

RESIDENTIAL MEALS	19hrs	Meal duties	<i>= 3hrs x 7 days - 2 hrs (non-residential lunches)</i>
RESIDENTIAL BREAKS	3hrs	AM Break duties	<i>10.45-11.15am = 30min x 7 days</i>
ADMIN / DOMESTIC	6hrs	EFL help, paperwork, house domestics, kids' welfare	<i>1hr per day assisting Jr EFL or Jr Manager</i>
Full-Day EXCURSION	6hrs 30min	1 full-day Excursion supervision	
PRESENTATION/ASSEMBLY	30min	1 morning (Assembly) & 1 evening (Presentation)	<i>15min each for Jr attendance</i>

Example daily breakdown of Rota Working Hours - 1 shift of the below per day rotating every 3 days:

ACTIVITY (shift 1) (or EXCURSIONS)	2hrs 15min	Activity Session 1.45-3.45pm + Break supervision 3.45-4pm <i>(2hrs 15min on PM Excursion or additional to Fixed Hrs on full-day Excursion)</i>
ACTIVITY (shift 2) (or EXCURSIONS)	2hrs 15min	Break supervision 3.45-4.15pm + Activity Session 4.15-6pm <i>(2hrs 15min on PM Excursion or additional to Fixed Hrs on full-day Excursion)</i>
ACTIVITY (shift 3) & Night & Wake-up Duty	4hrs 30min	Activity Session 8-9pm + Night House Duty 9-11.15pm + Wake-up 7-8am

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