



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

Residential Performing Arts Leader / Social Supervisor

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

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

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

REMUNERATION package includes:

Salary: **£1745.85** (from 6 July – 20 Aug 2010, includes 3.5 days paid holiday and 7 days off during contract period) minus N.I. & Tax only where 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 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:

- **2 Activity Sessions per afternoon - Music/Drama and other Games Sessions – the programme has 3 components:**
 - **Structured Dance/Drama/Performance sessions organised by you** (e.g. karaoke contests, dance workshops, drama sessions, aerobics, crafts/dance/drama workshops etc. that you can offer). *This is where you will need independent intuition and communication skills etc.*
 - **Sessions where outside specialists come in to do activities for us** (e.g. instant theatre artist, the DJ, the dancer). *These need promotion, facilities preparation, rounding up participants, extra supervision etc.*
 - **Sessions where we open up the activities room** (e.g. for board games, karaoke, access to musical instruments). *All these rooms and equipment need close supervision where children can use what is on offer with instruction under a watchful eye.*
- **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 Welcome Assembly and Farewell Presentation.*
- **Excursion Duty Shifts** - Coach supervision and site-seeing co-ordination on full-day and afternoon excursions: *one per week, respectively.*
- **English Testing and Orientation** - You may be required to invigilate tests and give walking tours to new students: *one morning a week only.*

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 will alternate daily: *Duty Shifts include manning the breakfast, break, lunch and dinner queues; attending daily staff meetings and preparation sessions; afternoon performance sessions; evening performance 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; 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.

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

PERFORMANCE Sessions (or EXCURSIONS)	21hrs	6 afternoons/evenings (pm may include excursion)	<i>2-3.45pm; 4.15-6pm; 8-10pm</i>
	7hrs 15min	1 full-day Excursion	<i>outward coach duty + town or town + return coach</i>
Assembly/Test/Tour	3hr	1 morning (or AM Activity Session)	<i>9.15am - 12.15pm daily</i>
Presentation	1hr	1 evening	<i>6-7pm</i>
Admin	2 hr	Weekly meetings & Professional Development Session	

Example daily breakdown of Rota Working Hours - 1 shift of the below per day rotating every 2 days:

DOMESTIC SUPERVISION MEALS/AM BREAKS	2hrs 15min	<i>Wake-up 7.30-7.45am; Breakfast 8-9am; AM Break 10.45-11.15am; Lunch 12.45-1.45pm; Dinner 7-7.45pm</i>
PERFORMANCE Session & NIGHT SUPERVISION	3hrs 15min	<i>Performance Sessions 8-10pm Night House Duty 10-11.15pm</i>

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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