



**Manor Courses** will be looking for Sports Leaders for its Residential Summer School for young foreign students from 6-17 years.  
**Residential Sports Leader / Social Supervisor**

**Course Centre: Hurst College, Hurstpierpoint, Sussex, U.K.**  
**Contract Dates - 6 week contracts: Fri 9 July – Fri 20 Aug 2010**  
**2 ½ day Induction Course: Tues 6 July – Thurs 8 July**

**REMUNERATION package includes:**

**Salary:** **£1745.85** (from 6 July – 20 Aug 2010, including 3.5 day paid holiday and 7 days off during contract period) minus N.I. and 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 sports 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:**

- **Sport programme** – Organise and promote 3 Sport sessions (each with a minimum of 4 choices) 6 afternoons and 7 evenings per week: *you are part of a team, so the schedule continues on your day-off.*
- **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:**

- **Sport Tournaments** – Organise and promote a minimum of 3 per week.
- **Other Activities Programme** - Participation in social activities programme: *weekly 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. Rota's will alternate daily: *Duty Shifts include manning the breakfast, break, lunch and dinner queues; attending daily staff meetings and preparation sessions; afternoon sport/activity sessions; evening activity 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 Performing 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.
- **Inventory** - Keep an inventory of equipment from the start: *stock-take regularly and at the end.*

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

<b>SPORTS Sessions (or EXCURSIONS)</b>	<b>21hrs</b>	<b>6 afternoons/evening (pm may include excursions)</b>	<i>2-3.45pm; 4.15-6pm; 8-10pm</i>
<b>Assembly/Test/Tour</b>	<b>1hr</b>	<b>1 full-day Excursion</b>	<i>outward coach duty + town or town + return coach</i>
<b>Presentation</b>	<b>1hr</b>	<b>1 morning</b>	<i>9.15am - 12.45pm</i>
<b>Admin</b>	<b>2hr</b>	<b>1 evening</b>	<i>6-7pm</i>
<b>Admin</b>	<b>2hr</b>	<b>Weekly meetings &amp; Professional Development Session</b>	

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

<b>DOMESTIC SUPERVISION MEALS/AM BREAKS</b>	<b>2hrs 15min</b>	<i>Wake-up 7.30 - 8am; Breakfast 8-9am; AM Break 10.45-11.15am; Lunch 12.45-1.45pm; Dinner 7-8pm</i>
<b>SPORT/ACTIVITY Session &amp; NIGHT SUPERVISION</b>	<b>3hrs 15min</b>	<i>Sports 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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*Please see the website to get a better idea of the school: [www.manorcourses.co.uk](http://www.manorcourses.co.uk)*