

### The Job - basics

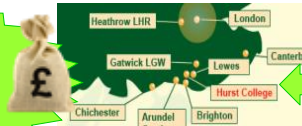
<b>Dates</b>	<b>Salary for 4 weeks (48hrs/week) + induction</b>	<b>Location</b>
--------------	--	-----------------

#### 4½ weeks

Temporary Contracts from **Sat 7<sup>th</sup> July 2pm** to **Tues 7<sup>th</sup> Aug 2pm**  
Contracts from 10<sup>th</sup> July (without 3.5 day induction) available for returnee staff.



**£1670 (candidates aged 25+)**  
**£1560 (candidates aged 21-24)**  
**£1260 (candidates aged 18-21)**  
for 4 weeks' work plus 3.5 days' induction/welcome



**MC @ Hurst College, W Sussex, UK**  
by car we are 15min to Brighton, and 5min to Hassocks station, which are both less than 1hr by train from London

### Financial details & benefits

**Accommodation + full-board provided** – above salary has an accommodation costs already deducted.

**Training + preparation provided** – hours during Induction are paid, and regular admin sessions are scheduled and paid.

**Criminal / police record check** – if MC apply, it will be paid.

**Salary consists of** - 4 weeks' pay of average 48hour/week + 2.5 days' pay for Induction + 1 days' pay for Welcome Day.

**Salary includes** - 2.43 days' paid holiday (statutory holiday pay).

**Contract includes** - 4 days off (4 x 24hr periods off the rota).

**Deductions** - N.I./Tax will be subtracted (if applicable) from above salary.

### The Candidate – could this be you ?

MC is a family-run Summer School, specialising in young learners and teens since 1970. We are looking for Teachers who:

Are	Have	Demonstrate	Can
.... <b>flexible</b> in order to meet the aims of MC Summer School (this is residential work, with an average 8hr work per day). .... <b>dedicated</b> to child protection & safeguarding. ... <b>willing</b> to undergo a Police / Criminal Record check for suitability to work with children.	.... <b>UK/EU passport or UK visa</b> (we are not able to obtain Work Permits or Visas for applicants). .... <b>degree &amp; teaching certificate</b> (ELT qualifications must: include 100hrs training with 6hrs observed teaching practice; be externally validated).	.... <b>commitment</b> to their continued <b>professional development</b> . .... <b>competence</b> with: a variety of materials/resources; creating lessons for all major skills; pitching lessons to a variety of learner styles; judging learner needs; monitoring learning.	.... <b>work &amp; live</b> successfully under pressure in an environment of 300+ children & team of 60+ staff. .... <b>adapt</b> their professional manner to different cultures, languages & age-groups. .... <b>communicate</b> proficiently in English, using various methods, & <b>complete records</b> of all their work.

### The Summer School – our provision for young students

The aims of MC Summer School, our Residential English Language Course, and our staff include:

<b>Improve</b> .... all their English language skills and develop their confidence in English communication, and prepare for future study.	<b>Participate</b> .... in the extensive and stimulating activity programme using our range of exciting leisure facilities, and receive recognition for achievements.	<b>Discover</b> .... local rich cultural, historical and leisure destinations in a safe and structured excursion programme, and heighten their interest in the world.	<b>Make</b> .... friends for life with other young international students using English, and live harmoniously in a multinational environment.
--	---	---	--



### The Job – the necessary skills, your responsibilities, our expectations

All staff are involved in all 4 of the above elements of the MC Summer School. This is an average 48hr working week with average 8hr work days (alternate days may be over 8hrs). *There are options to work extra hours or less hours per week.*

English teaching (ELT) key responsibilities and necessary skills (a weekly overview):	Additional, non-ELT, key responsibilities and necessary skills (a weekly overview, as per individual rotas):
---	--

**EFL Lessons– Teaching 18 hours per week**  
**5 Mornings per week, 2 x 90min lessons per morning.** Teach either:  
-Communication Lessons (daily topic & vocab based syllabus) or  
-Language Lessons (course book & grammar based syllabus).  
**3 Afternoons per week, 1 x 60min lesson per afternoon.** Teach:  
-Explore (Excursion and Culture) Lessons or Activity (based on the social programme) Lessons or Review Lessons.  
**Classroom Performance & Planning / Admin**  
Prepare/deliver lessons with clear/achievable aims, objectives and outcomes. Use teaching techniques/materials appropriate to the level/needs of all the students. Fill-in paperwork for student attendance, complete lesson plans before, and report lesson contents afterwards. Attend regular meetings.  
**Level Placement - Testing**  
Interview, analyse and grade students and mark multiple choice tests.  
**Monitor Progress - Tests, Reports & Certificates**  
Monitor and ensure progress of all students of all abilities within the class with differentiated activities. Provide constructive feedback throughout the course and at the end. Administer and mark weekly review tests. Write final reports and award certificates at Presentations.

**Check-in / Arrival Days** - Welcome, guide, entertain and supervise students as they arrive on campus and in their houses.  
**Excursions** - Supervise coaches. Mobilise students between meeting points to destinations. Escort students safely through traffic. Communicate and co-ordinate meeting points and times. Encourage and enable students to learn about the places visited.  
**Activity Sessions (sport/art/music/drama etc.)** - Assist organising, promoting, registering and supervising safe evening activity sessions.  
**Student Health & Safety Orientation** - Practice house fire drills and evacuations. Organise student feedback/questionnaire sessions.  
**Evening Residential Supervision** - Organise house meetings and registers when students return to house at 10pm. Be responsible for safety, security, discipline, house registers and ensure bedtime curfews and good behaviour. Stay on overnight duty once a week.  
**Dining Hall Supervision** - Supervise meal queues and dining hall.  
**Meetings / Admin** - Complete paperwork / checklists for each supervision duty, make records of any incidents and responses, pass on info to the relevant people, and file these immediately.

### The Next Steps – are you interested ?

If you have any questions, or to check how many positions we have left, email Jon Barnard on [jon@manorcourses.co.uk](mailto:jon@manorcourses.co.uk) or call 01273 911377. Find our Application Form on our website [www.manorcourses.co.uk/work-for-us/](http://www.manorcourses.co.uk/work-for-us/). This must be filled-in by all applicants. New applicants must supply signatures, evidence of ID and qualifications, preferably as scans by email.

During the recruitment process we will:	If you are successful we will:
---	--------------------------------

step	...	step	...
1	...read your application, identify your skills, match you to our requirements, verify any qualifications you cannot bring to Hurst.	4	...send a job offer by email, the staff handbook with company/health/safety/child protection policies to read, and a contract to sign (in May).
2	...carry out suitability checks by contacting 3 references (all professional, personal and academic referees will be asked specifically whether there is any reason you should not be employed in situations where you have responsibility for under 18s).	5	...send sample rotas and induction programme after you have returned the contract (in June).
3	...arrange a 45min skype/phone interview, and ask to see any ID or qualifications you mention on your application.	6	...begin Police/Criminal checks if you have not already supplied a previous UK or international one (in July).
		7	...train you during the Induction, and continue to monitor and guide your performance during the contract (in July).