

## The Job - basics

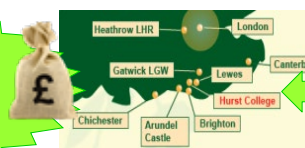
Dates	Salary for 4 weeks (48hrs/week) + induction + welcome + orientation days	Location
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### 4½ weeks

Temporary Contracts  
from **Thur 6<sup>th</sup> July evening**  
to **Mon 7<sup>th</sup> Aug midday**  
Other Contracts with later starts or  
with different finish dates are  
available for returnee staff.



**£2335 (candidates aged 23+)**  
**£2275 (candidates aged 21-22)**  
**£1600 (candidates aged 18-20)**  
for 4 weeks' work and 4½ days extra  
for induction, welcome & orientation



**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 cost already deducted.

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

**Criminal / police record check** – if MC do apply, we will pay.



**Salary consists of** - 4 weeks' pay of average 48 hours per week +

3 days' pay for Staff Induction + 1½ days' pay for Student Welcome/Orientation

**Salary includes** - 0.625 days' (5 hours) per week statutory holiday pay.

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

**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

.... **flexible** in order to meet the aims of MC Summer School (this is residential work, with an average 8hr work per day).  
.... **dedicated** to child protection & safeguarding.  
... **willing** to undergo a Police / Criminal Record check for suitability to work with children.

### Have

.... **UK or UK visa**  
(we are not able to obtain Work Permits or Visas for applicants).  
.... **degree & teaching certificate** (ELT qualifications must: include 100hrs training, with 6hrs observed teaching practice; be externally validated).  
.... **experience** of work with children.

### Demonstrate

.... **commitment** to their continued **professional development**.  
.... **competence** 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.

### Can

.... **work & live** successfully under pressure in an environment of 200+ children & team of 50+ staff.  
.... **adapt** their professional manner to different cultures, languages & age-groups.  
.... **communicate** proficiently in English, using various methods.  
.... **complete** in-depth & reflective **records** 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:**

**Improve** .... all their English language skills and develop their confidence in English communication, and prepare for future study.

**Participate** .... in the extensive and stimulating activity programme using our range of exciting leisure facilities, and receive recognition for achievements.

**Discover** .... local rich cultural, historical and leisure destinations in a safe and structured excursion programme, and heighten their interest in the world.

**Make** .... 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 and some weeks may be over 48hrs). There are options to work extra hours or less hours per week. The responsibilities begin from the start of Induction and during the Welcome & Orientation days, and continue through the entire Contract.**

**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 (or 4 x 45min) lessons per morning.** Teach for a week period one of the following (note: teachers with our younger students have a syllabus with a wider range of contents): either *Communication Lessons* (daily topic based syllabus) or *Language Lessons* (course book based syllabus).

**3 Afternoons per week, 1 x 60min lesson per afternoon.** Teach: either *Explore* (Excursion and Culture) Lessons or *Activity* (based on the school's 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 weekly lesson plans before, and report lesson contents afterwards. Attend regular meetings.

### Assess Level - Placement Tests

Interview, analyse and grade students and mark multiple choice tests.

### Monitor Progress – Review 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. Create, administer and mark weekly review tests. Write final reports and award certificates at Presentations.

### Extra Teaching / Tuition & Academic Skills Sessions

Some teachers are requested to plan and deliver extra lessons or one-to-one tuition, or run optional classroom based activity sessions with academic themes.

**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 (eg. sports, art, drama, music, academic skills).

**Student Health & Safety Orientation** - Practice house fire drills and evacuations. Organise and supervise student feedback sessions, react to student queries/issues. Provide weekly/daily information about the course.

**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 in an allocated bedroom, once a week average.

**Dining Hall Supervision** - Supervise meal queues and dining hall, once a week average.

**Meetings / Admin** - Complete paperwork / checklists for each supervision duty. Make and file records of any incidents and responses, pass on info to the relevant people, follow-up on it.

## 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).

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 send signatures, evidence of ID, qualifications, as images by email. Returnees must send any new ID or qualifications.

**During the recruitment process we will:**

**If you are successful we will:**

step

- 1 ...read your application, identify your skills, match you to our requirements, verify any qualifications you cannot bring to Hurst.
- 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).
- 3 ...arrange a 45min webcam/online interview, and ask to see any ID or qualifications you mention on your application.

step

- 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).
- 5 ...send sample rotas and induction programme after you have returned the contract (in June).
- 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).