

The Job - Basics

Dates

4½ weeks

Temporary Contracts

from **Thur 4th July** evening to **Mon 5th Aug** midday

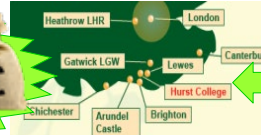
Contracts with later starts or with different finish dates are available

Salary for 4 weeks (48hrs/week) + induction + welcome + orientation days

Location



£2565 (candidates aged 21+)
£1850 (candidates aged 18-20)
for 4 weeks' work
and 4½ days extra for induction,
welcome & orientation days



**MC @ Hurst College,
W Sussex, UK**
by car we are
15min to Brighton, and
5min to Hassocks station,

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.

DBS criminal record check – if MC do apply for it, we will pay.

Salary consists of - 4 weeks' pay of average 48 hours 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 – Are you proven to be suitable? Could this be you?

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

Are

-**flexible & energetic** in order to meet multiple aims of MC Summer School (this is residential work, with an average 8hr work per day).
-**dedicated** to child protection & safeguarding from all kinds of harm.
-**willing** to undergo a Criminal Record check.
-**aware** of professional boundaries with children
-**positive** about policies including use of data & devices at work.

Have

-appropriate **attitudes** for a person in a position of trust.
-**UK passport** or **UK visa** already (we cannot obtain Permits or Visas).
-relevant **training, qualifications, or certificates**.
-proven **experience** of, or **desire** to, work with both children & international customers.
-**IT skills** for data management & an **insight** into data protection.
-proficient **English** communication.

Demonstrate

-**commitment** to their continued **professional development**.
-**awareness of health & safety** practices & how to **implement** them with large groups.
-**ability to promote, instruct & supervise sessions** in your specialist field of activities.
-**ability to monitor & manage** children's **behaviour**.
-**ability to identify & award** children's achievements.

Can

-**work & live successfully under pressure** on a campus of 200+ children & 40+ staff, with **stamina**.
-**adapt** their professional **manner** to various cultures, languages & ages.
-**complete paper & digital records** of all their work.
-**develop positive relationships** with teammates, students & clients.
-**use initiative & intuition** at work.
-**communicate** clearly using all methods & **comprehend** others.

The School – Our provision for young students. Can you contribute?

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 – Our expectations. Do you have the necessary skills for these responsibilities?

All staff are involved in all 4 of the above elements of the MC Summer School, with an emphasis on education, recreation and safeguarding children from all kinds of harm. This is an average 48hr working week with average 8hr work days.

Key responsibilities – ie. the Activity Programme (eg. sports, arts, crafts, technology, music, dance, drama, games, competitive, non-competitive sessions, tournaments, performances) - a daily overview:

Organise. Book Facilities. Prepare Equipment and Promote Sessions – *Negotiate, co-ordinate and share* roles amongst your team. *Prepare* equipment and facilities for 3 activity periods daily. *Promote* via a range of methods. *Gather* interested students. *Register* attendants digitally before each session and *edit* any early leavers during a session. *Run* the activity safely. *Develop* students' skills, *identify* and *assist* weaknesses.

Tournaments & Competitions – *Organise and promote* competitions and showcases for talents weekly. *Prepare and award* prizes/certificates at Presentations. *Cater* for all levels of ability.

Meetings. Admin. Data Management – *Attend* all Staff Meetings. *Fill-in* the required paperwork/digital documents as records at the end of each session and *file/save* daily. *Inventory* and *assess* condition of equipment regularly. *Keep and update* live digital registers of children

Risk Assessments – *Carry out* Risk Assessment in advance and during activities and activity areas, and amend as necessary. *Assess* students' ability before beginning each session. *Make* all staff/students *aware* of the rules, regulations and safety/fire procedures of all facilities you supervise.

Additional responsibilities – ie. the non-Activity Rota (eg. residential, domestic, welfare, excursions etc.) - a weekly overview, as per individual rotas:

Check-in / Arrival Days - *Welcome, guide, entertain and supervise* students as they arrive on campus and in their houses.

Campus Orientation - *Give* new students walking tours. *Induct* all students fully into MC's systems and routines. *Communicate* clearly and *ensure* comprehension of all facilities' location. *Provide* weekly/daily information about the course.

Dining Hall Duty – *Supervise* safe and orderly meal queues and dining hall. *Encourage* and *enable* all residents to eat comfortably and healthily.

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.

Excursion Duty - *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.

The Next Steps – Do you share our goals? Are you interested ?

Application Form www.manorcourses.co.uk/work-for-us/ - Must be completed by all applicants.

Declaration Signatures and Reference Contact Details are essential.

Evidence of ID, qualifications - New applicants must send as images by email. Returnees must send any new ID or qualifications.

Questions - Email Jon Barnard on jon@manorcourses.co.uk. You can also contact Su Barnard on su@manorcourses.co.uk.

Procedure - All steps, shortlisting and suitability checks are carried out by 2 Recruitment Officers as part of our Safer Recruitment Policy.

During the recruitment process we will:

- 1 ...read your application, identify your skills, match you to our requirements, verify any qualifications you cannot bring/show us.
- 2 ...carry out suitability checks by contacting 2 references (all referees will be asked if there is any reason you should not be employed in situations with responsibility for under 18s).
- 3 ...arrange a 45min webcam/online interview, and ask to see any ID or qualifications not supplied with your application.

If you are successful we will:

- 4 ...send a conditional job offer by email, the staff handbook with company/health/safety/child protection policies to read.
- 5 ...send a contract for you to sign and await its return.
- 6 ...begin Police/Criminal checks if you have not already supplied a previous UK or international one (in June).
- 7 ...train you during the Induction, and continue to monitor and guide your performance during the contract (in July).

MC is committed to safeguarding and promoting the welfare of its students aged under 18 and expects all stakeholders to share this commitment.