

### The Job – Basic details

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

Temporary Contracts from **Thur 4<sup>th</sup> July** evening to **Mon 5<sup>th</sup> Aug** midday  
Contracts with later starts or with different finish dates are available



**£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, 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 – 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 Teachers who:**

#### Are

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

#### Have

- appropriate **attitudes** for a person in a position of trust.
- **UK passport or visa** (we cannot obtain Permits or Visas).
- **degree & teaching certificate** (ELT qualifications must: include 100hrs training, 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.
- **ability** to carry out **policies**.
- **ability** to **monitor & manage** children's **behaviour**.

#### Can

- **work & live** under pressure on a campus of 300+ children & 60+ staff, with **stamina**.
- **adapt** their professional **manner** to various cultures, languages & age-groups.
- **communicate** proficiently in English, using various methods, & **ensure** comprehension.
- **complete** in-depth & reflective **records** of all their work.
- **develop** positive **relationships** with teammates, students and clients.
- **use IT & technology** in all areas of the job.

### 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.**

**English teaching (ELT) key responsibilities and necessary skills (a weekly overview):**

**EFL Lessons– Teaching 18 hours per week**

**4 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).

**4 Afternoons per week, 4 x 90min lesson per week.** Teach 1 of each Lesson type: *Intro* (needs analysis, orientation, ice-breaking); *Explore* (based on excursions and culture); *Activity* (based on the school's social programme); *Review* (progress/review tests, feedback).

**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. *Complete* paperwork/digital records for student attendance. *Complete* weekly lesson plans before, *report* lesson contents afterwards. *Attend* 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.

**Additional, non-ELT, key responsibilities and necessary skills (a weekly overview, either 1, 2 or max 3 times per week):**

**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 & Data Management** - *Organise* house meetings and registers when students return to house at 10pm. *Be responsible* for safety, security, discipline, and *ensure* bedtime curfews and good behaviour. *Manage* digital registers for residents when they enter or leave houses. *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 or digital 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 – Do you share our goals? Are you interested ?

Application Form [www.manorcourses.co.uk/work-for-us/](http://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](mailto:jon@manorcourses.co.uk). You can also contact Su Barnard on [su@manorcourses.co.uk](mailto: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.

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

**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).