

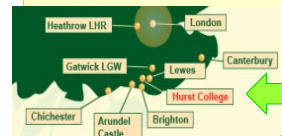


## Recruiting for summer 2024 - 4<sup>th</sup> July–5<sup>th</sup> Aug - in West Sussex Residential English Language Teachers for children

### The Job - Basics

Dates	Salary for 4 weeks (48hrs/week) + induction + welcome + orientation days	Location
<p><b>4½ weeks</b> Temporary Contracts from <b>Thur 4<sup>th</sup> July evening</b> to <b>Mon 5<sup>th</sup> Aug midday</b> <i>Contracts with later starts or with different finish dates are available</i></p> 	<p><b>£2565 (candidates aged 21+)</b> <b>£1850 (candidates aged 18-20)</b> for 4 weeks' work and <b>4½ days extra for induction, welcome &amp; orientation days</b></p> 	<p><b>MC @ Hurst College, W Sussex, UK</b> by car we are 15min to Brighton, and 5min to Hassocks station. All facilities for work &amp; daily life are on campus</p> 

### Financial details & benefits

**Salary consists of** - 4 weeks' pay of average 48 hours week + 3 days' pay for Staff Induction + 1½ days' pay for Student Welcome/Orientation.  
**Training + preparation provided** – hours during Induction are paid, and regular admin sessions are scheduled and paid.  
**Accommodation + full-board provided** – above salary has an accommodation cost already deducted.  
**Contract includes** - 4 days off (4 x 24hr periods off the rota) in 4 weeks.  
**Salary includes** - 0.625 days' (5 hours) per week statutory holiday pay.  
**DBS criminal record check** – if MC do apply for it, we will pay.  
**Deductions** - N.I./Tax will be subtracted (if applicable).

### 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, Managers, Teachers, Welfare Staff 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.
- proficient English **communicators** in all areas.

#### 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.
- **techniques & ability** to ensure comprehension in all parts of the job.

#### Demonstrate

- **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**.
- **commitment** to their continued **professional development**.
- **intuition** and **initiative** in the current or previous positions.

#### 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.
- **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 enable this to happen?

The aims for our students at MC Summer School, and enabled by 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.

## Recruiting for summer 2024 - 4<sup>th</sup> July–5<sup>th</sup> Aug - in West Sussex Residential English Language Teachers for children

### 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.

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

- 1- **EFL Lessons– Teaching 18 hours per week**  
4 Mornings per week, 2 x 90min (or 4 x 45min) lessons per morning. Teach for a 2 week period one of the following Lesson types: 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 per week: *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).
- 2- **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.
- 3- **Assess Level - Placement Tests**  
*Interview, analyse and grade* students and *mark* multiple choice tests.
- 4- **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, *award* certificates.

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

- 1- **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.
- 2- **Extra Teaching / Tuition or Academic Skills Sessions or Activity Sessions**  
Some teachers are requested to either:  
*plan and deliver* extra lessons or one-to-one tuition;  
or *run* optional classroom based activity sessions with academic themes;  
or *assist* organising, promoting, registering and supervising safe evening activity sessions (eg. sports, art, drama, music, academic skills).
- 3- **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.
- 4- **Dining Hall Supervision** –  
*Supervise* meal queues and dining hall, once a week average.
- 5- **Meetings / Admin** –  
*Attend* meetings. *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.

### Your Next Steps – Do you share our goals? Are you interested?

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

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 - These are essential.

Evidence of ID and 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.**

#### 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).