



Manor Courses (MC)

Summer School at Hurst College Residential English Language Courses Staff Application Form 2024

Photo

Please insert or attach by email a current photo of yourself. This *will* be used at the College for identification purposes.

Personal Details

Surname		First Name	
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Current Address for correspondence

Permanent Address (if different from above)

Tel		Email	
Mobile		Other method of contact	

Nationality <i>Optional</i>		Date of Birth <i>Optional</i>	
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Non-UK Citizens - Do you already have a valid Work Permit or Visa or similar? <i>Please note Manor Courses are not able to obtain Permits or Visas for applicants.</i>	Y / N
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Passport No. <i>Please supply scan or photocopy</i>	Issuing Authority
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Position being applied for? <i>Please circle</i>	<u>Activities Jobs:</u> -Sports Leader -Arts & Crafts Leader -Performing Arts Leader	<u>Welfare Jobs:</u> -House Manager -First Aider	<u>English Teaching Jobs:</u> -English Language Teacher Preferred age-group (circle): 8-14yrs / 11-17yrs
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Are you available to start work / induction from Fri 5th July ? (possibly arriving on Thur 4th July) <i>The induction course begins a few days before students arrive. Student welcome day is Tues 8th July. Returnee staff are not obliged to attend.</i>	Induction 5 July – 7 July	Y / N
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Most contracts include 3 or 4 working weeks (including weekends). Are you available for either/both of these periods? <i>Arranging specific additional time-off is only possible for important dates/events.</i>	3 or 4 weeks 8 July – 29 July	Y / N
	8 July - 5 Aug	Y / N

If we need to extend a contract period, are you available for an extra week? <i>Some longer contracts are available for 5 working weeks but this period will not be confirmed until nearer summer. This longer contract is not found in the job adverts, as only some contracts are extended. The salary is higher.</i>	5 weeks 5 Aug - 12 Aug	Y / N
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Please suggest a suitable date/time for an interview, preferably an afternoon. <i>Please fill-in details and circle. You will be expected to show ID and qualifications if we use webcam.</i>	Date: Day: M/T/W/T/F	GMT (UK) Time: 12pm/1pm/2pm
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Working with Children

<p>Do you agree to us conducting/requesting a <u>Police / Criminal Records check</u>? <i>Criminal Records (Enhanced DBS/CRB) checks will be required according to our policy. Candidates may also be checked against the UK Barred and/or Prohibited List. Our suitability checks also include seeking references before jobs are offered.</i></p>	Y / N
<p>Do you already have an UK Enhanced DBS/CRB Police / Criminal Records check? Do you have an international equivalent of a police / criminal check or letter? <i>If yes, can you <u>bring the original</u> to the Induction Course, if successful? If yes, when was it <u>dated</u>? If you do supply any details now or at a later date, do you <u>agree to us keeping them on record</u>?</i></p>	Y / N Y / N Y / N
<p>Do you have a criminal record or have you <u>ever been convicted</u> of a criminal offence? <i>If yes please supply additional information – your application will not be adversely affected and any information will be treated as confidential by MC.</i></p>	Y / N
<p>How did you <u>hear about MC jobs</u>? <i>Please note, returnee candidates must undergo the same recruitment procedures, except for the interview.</i></p>	
<p>What <u>attracted you</u> to this job and to MC?</p>	
<p>What <u>motivates you</u> to work with young people?</p>	
<p>How do you define an <u>appropriate staff – student relationship</u>, with regards to the position you have applied for? What are some examples of <u>appropriate and inappropriate staff behaviour</u> around students?</p>	

Health and Other Details

<p>Do you suffer from any <u>medical conditions or illnesses</u> that we should be aware of? <i>If yes, please give details: Any information given will be treated as confidential and in no way affect your application. This information may be disclosed to our First Aiders if you are appointed a job with MC.</i></p>	Y / N
<p>Do you have any special <u>dietary requirement</u> you would like to make us aware of? <i>If yes, please give details.</i></p>	Y / N
<p>Working on a residential summer school with children is strenuous and demanding. Is there any reason why you may <u>have difficulty</u> fulfilling this role? <i>It is an average <u>48hr working week</u>. Some weeks the hours may exceed 48. If yes, please give details.</i></p>	Y / N
<p>Are you aware that each position has multiple responsibilities, including care and supervision of children in various environments, and requires <u>commitment to safeguarding children</u>?</p>	Y / N

Insurance: We recommend all staff bring some kind of health insurance for any injuries and accidents they may encounter whilst not on duty during their stay at Hurst. Manor Courses has cover for injuries and accidents during your work shifts only. Travel insurance is recommended for any non UK citizens.

Education Details

Any gaps in your professional or education history must be explained in your interview or beforehand by email.

Course / Subject <small>(ELT qualifications must have 100+hrs input, include 6+hrs teaching practice, and be externally validated)</small>	Institution / College and its Location; Awarding Body / Examination Board	Grade	Finish date <small>month & year</small>

Any current studies:

Course / Subject	Institution / College and its Location	Expected finish

Do you hold any <u>child protection/safeguarding training certificates</u>? <small>Please supply details later, under continued professional development.</small>	Y / N
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Have you included <u>copies of any relevant qualifications</u>?	Photocopies by post	Y / N
	Scans attached to email	Y / N
Can you bring <u>original ID, Police/Criminal checks and original certificates of qualifications to the Induction Courses</u>? <small>If not, please explain why.</small>	Y / N	
Can you show ID and certificates during an online/webcam interview?	Y / N	

Please give as much detail as possible above to enable us to verify all qualifications with the appropriate establishments. We will verify all qualifications for successful candidates who will not be able to bring the original certificates to the Induction Course. Please sign & date below to confirm you agree to us contacting the relevant awarding bodies / examination boards / institutions.		
Signature - <small>Print and sign, or insert an image of your hand-written signature on paper, or digitally sign.</small>	Print Name	Date

Professional / Employment History / Teaching Practice / Voluntary Work

*Any gaps in your professional or education history must be explained
in your interview or beforehand by email.*

Job title	Responsibilities	Employer <i>include current/most recent employer & city/country</i>	Dates <i>start & finish, month & year</i>

Which of these can you supply reference contact details for?

Please give details of any gaps in your education or professional career, with dates.

What were you doing?	Dates

Have you had any professional experiences in these environments or studied these topics?

Young children	Y / N	Residential job	Y / N
Teenagers	Y / N	International environment	Y / N
Health / welfare	Y / N	Education	Y / N
Customer care / service industry	Y / N	Tourism / leisure industry	Y / N

Which of your work / study experiences do you feel is most relevant to this application?

Why? What skills did you learn at work or on any study programme that demonstrate your ability to work successfully at an international children's summer school?

Have you seen the Job Ad / Job Description?

Yes / No

In the following sections please demonstrate how you meet some of the following:

Are

- flexible & energetic** in order to meet multiple aims of MC Summer School and its clients.
- understanding** of customers' needs and how to satisfy them.
- positive** about **policies**.

- committed** to professional **boundaries** with children.
- committed** to **data protection** policies & **using** devices at work appropriately.
- dedicated** to **child protection & safeguarding** from all kinds of harm.
- dedicated** to **health & safety** practices & **implementing** them with large groups.

Have

- appropriate **attitudes** for a person in a position of trust.
- desire** to work with both children & international customers.
- plans** for their continued **professional development**.
- insight** into international cultures.

- ability** to **engage & instruct** children in your specialist field.
- 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 & age-groups.
- develop** positive **relationships** with teammates, students & clients.
- use initiative & intuition** at work.

- complete paper & digital records** of all their work.
- use IT skills** for data management or making resources.
- communicate** clearly in proficient **English** using all methods, & can **comprehend** others' English.

Are there any of the following characteristics that appear on the above Job Responsibilities and Candidate Requirements, that you feel less confident in meeting? Yes / No

If so, please choose one of these that you feel least confident in and discuss how you could improve before the contract starts (if offered the job).

Please detail your **interests, hobbies and any special skills** that you have which could **enhance our summer school**. This could be in your English lessons or Activity sessions, but also when supervising the houses or campus and also on excursions. Think also about things you could encourage MC or other staff to implement even if you were not in a position to do so yourself.

<p>Please note here any <u>continuing professional development, achievements and/or attended workshops, seminars</u> additional to your formal college studies. Include any health & safety awareness or child protection training.</p>
<p>Please list at least 4 <u>skills or personality traits</u> that you think are important to the smooth running of an international residential summer school. Give reasons why:</p>
<p>1</p>
<p>2</p>
<p>3</p>
<p>4</p>

Professional Suitability

With a few sentences to answer each question, complete each box in the section called **All Jobs**. Then complete the separate section that is relevant to **your application**. If you are applying for more than one position please complete all relevant sections. If you choose to handwrite your responses, before printing, you might want to expand the boxes to give you more space to write.

All Jobs – all applicants must complete this section

Safety on campus

How can MC (the company) and you (when you are on duty supervising a **residence**) best ensure the **health and safety** of the children and staff?

What should be implemented from the start?

Please imagine a scenario, explain how should you react?

Safety off campus

What **tourist attractions** or **towns/cities** are you familiar with in the south east of England?

Which of these are you **confident leading groups** of international students around by **safe walking routes, as well as showing them places of interest, safe relaxing/resting stops and shopping areas**?

What things do you consider to be important when taking groups **off campus** and into town?

Your and the students' communication skills

A key skill at summer school is **communicating** clearly with:

large groups; children; colleagues; customers; non-native English speakers.

Describe a situation you have been in (not just as an employee or leader/carer) where good communication was critical to the success of the situation.

How would you apply **what you learnt** from such experiences to a role at MC summer school?

Communicating is not just verbal, and it is never just one-way. We need to:

1) give messages; 2) ensure they are **understood**; **3) check** you too have **understood message** from others.

Which **methods** do you foresee using at MC to do all of the above?

Data management and record keeping

What **admin** do you foresee needing to complete?

What **IT skills** will you need?

Describe any other situations where you have had to complete and file **paperwork** for your work/studies or similar.

Explain why you think keeping **records of your work** is important in these jobs.

Activities Jobs -

Sport, Art & Crafts, Performing Arts Leaders **ONLY** complete below

(Line Managers and Team Heads will be asked additional questions before interview)

<p>How would you motivate / encourage our young students to join-in, enjoy, and benefit from your activity/session? How can you promote the activities you have organised to children who do not speak/understand English?</p>
<p>What problems do you think may arise with large groups of multi-cultural young children and teenagers? How would you deal with these? What similar experiences have you encountered either as leader/staff or as participant in any activities?</p>
<p>What activities are you most comfortable leading sessions in? Will you be able to organise and supervise them at Hurst either alone or only with assistance from other staff? What activities do you imagine are scheduled at a summer school, but which you have less confidence in leading?</p>

English Teaching Jobs -

English Teachers, DOS, Assistant DOSs **ONLY** complete below

(Line Managers (Director Of Studies (DOS), Assistants DOSs) will be asked additional questions before interview)

<p><i>Either</i> 1) Please describe briefly one of the best lessons you have delivered, explain why you feel it went well. <i>Or</i> 2) What personally makes you a good teacher?</p>			
<p>Please describe briefly a 'not so good' lesson you have delivered, explain why you feel it went 'badly'. How would you adjust the lesson plan/materials etc. if you could teach the same contents to a very similar group again?</p>			
<p>What problems do you think may arise in the classroom with multi-lingual young learners and teenagers? How would you deal with these?</p>			
<p>How confident do you feel dealing with mixed abilities in the same class (eg. when their level tests may have indicated they were of a similar level but the reality may be different)? What techniques would you use to deal with this or where would you look/go for help if this was a problem?</p>			
<p>Please tell us about some of the resources you are familiar with, including any course books or software. <i>Our syllabus includes Language lessons using a set of course books and its IWB software, and Communication, Explore and Activity lessons using a variety of materials from our library, the internet, realia and handmade materials.</i></p>			
<p>Do you feel competent using Interactive Whiteboards and associated materials/coursebooks? Yes / No <i>Please circle if you are familiar with either band/model: Smart Board / PolyVision / Promethean / other</i> What would you do if the technology failed at the start or during the lesson?</p>			
<table border="1"> <tr> <td>Please circle your preferred choices:</td> <td>Age-group: 8-14 / 11-17</td> <td>Level: (please note that many classes do include mixed abilities) beginner / elementary / pre-int / intermediate / upper / advanced</td> </tr> </table>	Please circle your preferred choices:	Age-group: 8-14 / 11-17	Level: (please note that many classes do include mixed abilities) beginner / elementary / pre-int / intermediate / upper / advanced
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Welfare Jobs -

House Managers, Assistants, First Aiders ONLY complete below

(Line Managers and House Team Leaders will be asked additional questions before interview)

<p>What problems do you anticipate might arise when working with large multi-cultural groups of children and teenagers (eg. in the residential boarding houses or on excursions)? If you have you had any similar experiences of this either professionally or in your personal life, please explain.</p>	
<p>How would you respond to an emergency situation (e.g. an accident, a fire alarm, violence) in the boarding house? What situations can you compare this to in your personal life or professional experiences?</p>	
<p>How would you deal with a young student who appeared to be not mixing with other students? How would go about communicating and finding out the students' situation and feelings, and what solutions (if any) would you try to implement?</p>	
<p>Are you able to take any part-time online courses between now and summer? MC prioritises candidates with training or certificates in relevant subjects. In the absence of these MC can advise you on free course that would be suitable.</p>	<p>Y / N</p>

Referees

References are part of our suitability checks on all candidates, including returnee candidates.

- Please give the names of 3 references that can comment on your teaching/leadership skills & ability to work both in a team and independently.
- Please note that all of the first 3 references will be followed up.
- The 4th may be followed up if contact cannot be made within a week with at least 2 of the first 3, or if they cannot provide their signature, or if none of the email addresses are official workplace or educational establishments.
- Referees will be asked specifically whether there is any reason that you should not be employed in situations where you have responsibility for persons under 18.
- Pre-written testimonial will only be accepted in addition to the below, and will be verified.
- Some of the below may be phoned, some may be emailed.

May MC contact all of the referees below?	Y / N
Do you accept that references will be contacted before interviews are arranged?	Y / N
Can you include recent and / or appropriate references for this job?	Y / N

Professional Referee:

Name		Company / College	
Position / Relationship		Email (preferably a professional company / college email address rather than Gmail/Hotmail etc.)	
Tel			
Address			

Professional / Educational Referee:

Name		Company / College	
Position / Relationship		Email (preferably a professional	

Tel		company / college email address rather than Gmail/Hotmail etc.)	
Address			

Personal Referee:

Name		Occupation	
Relationship to you		Email	
Tel		Period you have known each other	
Address			

Additional Referee (only used if we do not get a response within a week from a minimum of 2 above):

Name		Occupation	
Relationship to you		Email	
Tel		Period you have known each other	
Address			

Declaration

<p>I believe that I am fit to work with children. I am willing to undergo a Police/Criminal Records check or to apply for my own international equivalent if I am living abroad. I know of no lawful reason that I should not be employed in situations where I have responsibility for persons under 18. I recognise there will be strict regulations about smoking and alcohol/substance usage. I confirm the information detailed on this application form is correct and complete. I understand any false information will jeopardise my application and / or employment. I understand any gaps in my work / study history will be asked about in the interview.</p>		
<p>Signature <i>Print and sign, or insert an image of your hand-written signature on paper, or digitally sign.</i></p>	<p>Print Name</p>	<p>Date</p>

Supporting documents: In order to consider your application and confirm your identity and eligibility to work in the UK we must receive the following with your application form:

- Passport/ID photocopied or scanned. Proof of identity is essential in our commitment to safeguarding children. We also need to know you have the right to work in UK.
- Digital photo. This may be used for staff ID purposes on Hurst College.
- Hand-signed signatures inserted as a digital image, or a digital signature, in the 2 declarations boxes.
- Scans or photocopies of all relevant certificates and qualifications. Proof of qualifications is essential in support of this application. If you cannot include copies, please explain why. If you cannot bring originals to Induction Course, please explain why.
- Details for 4 referees. Pre-written testimonials will only be accepted in addition to these and will be verified with the author, so please supply contact details.
- Scans or photocopies of any UK Police / Criminal record check or any international equivalent

Is your application ready? Have you done the following.....?	
• Filled every box and put the position / contract you are applying for?	Y / N
• Read the Job Description on our website or as an emailed attachment?	Y / N
• Visited our website and familiarised yourself with our school & programme?	Y / N
• Hand-signed this form in 2 places? <i>You can print, sign and scan it if you need, digitally sign, or insert an image of your signature in the 2 places.</i>	Y / N
• Provided the scans/photocopies mentioned above?	Y / N
• Looked at our website and learnt about courses and our recruitment?	Y / N

Contacting us:
Once you have consulted the above checklist, return this form via email to jon@manorcourses.co.uk or if that is not successful please try info@manorcourses.co.uk or upload it to www.manorcourses.co.uk/work-for-us/.
If you have any problems, please call [07885779188](tel:07885779188).
Hand-written Forms, if you cannot complete it digitally, can be scanned and emailed, or posted to 18 Chapel Mews, Brighton, BN3 1AR, UK

The next steps:

<p>step 1 ...read your application, identify your skills, match you to our requirements, verify any qualifications you cannot bring to Hurst.</p> <p>2 ...carry out suitability checks by contacting 3 references (all professional, <i>personal</i> 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).</p> <p>3 ...arrange a 45min webcam/online interview, and ask to see any ID or qualifications you mention on your application.</p>	<p>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).</p> <p>5 ...send sample rotas and induction programme after you have returned the contract (in June).</p> <p>6 ...begin Police/Criminal checks if you have not already supplied a previous UK or international one (in July).</p> <p>7 ...train you during the Induction, and continue to monitor and guide your performance during the contract (in July).</p>
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Manor Courses is dedicated to providing high standards of tuition, welfare, and supervision of activities and excursions , and the Barnard family owners are the third generation of the family director who started courses in 1970. Registered Company in England No. 1320278