

The Job - Basics

Dates	Salary for 4 weeks (48hrs/week) + induction + welcome/orientation days	Location
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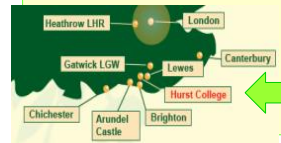
4½ weeks
Temporary Contracts
from **Fri 4th July evening**
to **Tue 5th Aug midday**
Contracts with later starts or with different finish dates are available



£2690 (candidates aged 21+)
£2140 (candidates aged 18-20)
for 4 weeks' work and
4 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.
All facilities for work & daily life are on campus



Financial details & benefits

Salary consists of - 4 weeks' pay of average 48 hours week + 3 days' pay for Staff Induction + 1 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 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 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.

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.

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

1. **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.
2. **Run Sessions Safely** - *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. *Cater* for all abilities.
3. **Tournaments & Competitions** – *Organise and promote* competitions and showcases for talents weekly. *Prepare and award* prizes/certificates at Presentations. *Cater* for all levels of ability.
4. **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
5. **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.

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

6. **Check-in / Arrival Days** - *Welcome, guide, entertain and supervise* students as they arrive on campus and in their houses.
7. **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.
8. **Dining Hall & Gardens – Meal & Break Duty** – *Supervise* safe and orderly meal queues for food/drink. *Encourage* and *enable* all residents to eat comfortably and healthily.
9. **Evening Residential Supervision** – *Manage* digital and/or paper registers for residents when they enter or leave houses. *Organise* house meetings when students return to house at 10pm. *Be responsible* for safety, security, discipline and *ensure* bedtime curfews and good behaviour. *Stay* on overnight duty, in an allocated bedroom, once a week average.
10. **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.

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/ - *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. 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 ...ask you to submit your documents to our online portal.
- 2 ...read your application, identify your skills, match you to our requirements, verify any qualifications you cannot bring to Hurst or show us.
- 3 ...carry out suitability checks by contacting 2 references (*all referees will be asked if there is any reason you should not work in situations with for under 18s*).
- 4 ...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:

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