



Manor Courses Summer School at Hurst College is recruiting TEFL Residential Teachers (Cambridge/Trinity qualified)

for our Residential English Language Courses for young learners and teenagers, aged 10-17

Details -	5½ week Temporary Contracts
Dates	Mon 30th June – Fri 8th Aug 2014 (including Induction Course)
Location	Hurst College, Hurstpierpoint, West Sussex, UK (near Brighton)
Remuneration -	£1635 for 5 ½ weeks
Salary	National Insurance (NI) and Tax will be subtracted if applicable. Includes 22 hours' paid training in the Induction (Tues 1 st – Fri 4 th July). Includes 3 days' paid holiday, statutory holiday pay. You will have 5 days off (24hr periods) during contract period.
Other benefits	Accommodation/Full-board - salary has an accommodation offset already deducted. We pay £175/week to Hurst College. Sports / Recreation facilities on-site - available in certain weekly sessions, in a healthy rural setting. CRB (Criminal Records Bureau) check - if applicable it will be paid by the company, at the discretion of the Directors.

Manor Courses is a family-run summer school, specialising in young learners and teenagers since 1970. Our Mission -

We are looking for Qualified EFL Residential Teachers who

- Are native or near-native English speakers (proficient speakers).
- Have a UK/EU passport or UK visa (*we are not able to obtain Permits or Visas for applicants*).
- Are willing to undergo a Police / Criminal Records check for suitability to work with young students.
- Have a degree + a teaching certificate (eg. Cambridge CELTA, Trinity TESOL, QTS, PGCE (or international equivalent). *Other ELT qualifications must have 100hrs training input, include 6hrs supervised/observed teaching practice, be externally validated by an examination board/university.*
- Demonstrate commitment to their continued professional development (eg. attend conferences/seminars/workshops or attain further qualifications).
- Are competent with: a variety of materials/resources; creating lessons teaching all major skills; and pitching lessons to a variety of learner styles.
- Have experience of working with, or desire to work with, children.
- Are prepared to be flexible in order to meet the needs of a residential summer school. This is a 48hr working week.

The aims of the Summer School and Residential English Language Course

- Teach, practise and develop English as a foreign language for young international students.
- Provide a carefully planned sports/arts programme for students to join voluntarily, and to introduce UK cultural/historical sites on excursions.
- Support, comfort and provide a safe secure environment to make friends from around the world.

Summary of Responsibilities – This is a 48hr working week

Pre-Course Responsibilities:

- **Staff Handbook** - Read thoroughly.
- **Induction Course** - Arrive at College on Mon 30th June. Attend Induction Course prior to students' arrival on 4th July.

Daily Regular Working Hour (ELT and other) responsibilities:

- **Teach EFL Lessons (18 hrs per week) –**
-Mornings - 10 x 90min classes per week. *2 lessons each morning (9.15-10.45am + 11.15-12.45pm). 5 mornings per week.*
 Each week teach either 10 x **Communication (C)** Lessons (topic & vocab based syllabus) or 10 x **Language (L)** Lessons (course book syllabus).
 The following week each teacher alternates the syllabus, eg. this week you teach **C**, next week you teach **L**.
-Afternoons - 3 x 1hr sessions per week. *3 afternoons (2-3pm) per week.*
 Each week teach 2 x **Excursion or Activity** Lessons (materials based around the social programme) + 1 x **Review** Lesson.
- **Classroom performance** - Prepare and deliver lessons with clear and achievable objectives and outcomes. Use teaching techniques appropriate to the level and needs of the students. Create a positive learning environment enabling students to participate purposefully in the lessons. Make lessons stimulating and enjoyable with particular emphasis on the practical use of the English language (eg. speaking and listening skills).
- **Planning** - Plan and organise materials for the above teaching duties. This may be done in pairs (with a Teaching Partner who shares your class group) or with other teachers (those teaching a similar level or similar syllabus). These plans must be shown to the ADOS. *3hr sessions scheduled 3 times per week.*
- **Admin** - Fill-in required paperwork and files for student attendance and lesson contents. *3hr sessions scheduled 3 times per week.*

Additional weekly Regular Working Hour (ELT) responsibilities:

- **Level Placement Testing** - Oral testing and marking multiple choice placement tests; review tests. *Once a week.*
- **Progress Tests, Reports & Certificates** – Monitor students' attendance and progress. Administer and mark regular tests. Write final certificates and reports. Award certificates at Farewell Presentation. *Once a week.*
- **Professional Development** – Attend and participate in ELT-based workshops and share best practice. *Once every 2 weeks (TBC).*

Additional weekly/fortnightly Regular Working Hour (other non-ELT) responsibilities:

- **Meetings/Admin** - Attend regular Staff Meetings. *Almost daily.*
- **Activities Programme** - Assist with evening activity programme. *Occasionally, as per rota.*
- **Student Health & Safety Orientation** – Practice house fire drills. Organise student feedback/questionnaire sessions. *Once every 2 weeks.*
- **Check-in / Arrival or Check-out / Departure Days** - Welcome students to their houses. *Once every 2 weeks.*
- **Residential Duty Shifts** - Evening house duties. Be responsible for security, discipline, house registers and ensuring bedtime curfews. Complete checklists/admin. *As per rota, 7.30pm-11.30pm twice a week, 7.30pm-5.30am (overnight emergency call / security) once a week.*
- **Excursion Duty Shifts** – Supervise coaches. Escort students through town. Co-ordinate site-seeing and shopping time. Complete paperwork/admin. *Once per week.*

Other Professional Duties, Obligations and Standards

- **Lesson Observations** - You will be formally observed once. There are also schedule spot/'buzz' observations. Peer observations take place and may be compulsory or optional (TBC).
- **Communication** - Report directly to: the Managing Director and Course Director with regards to any issue. Also liaise with: your Teaching Partner with regards to lessons; DOS/ADOS with regards to other ELT issues; House Managers and Activity Leaders with regards to residential duties; Welfare Manager with regards to other student issues; First Aiders & Security Guard in emergencies.
- **Punctuality, Uniform & Identity** - Wear the issued ID badge, and T-shirt/sweater (*for certain duties*). Always be on time.
- **Health & Safety** - Respond to general emergencies when on and off duty. Maintain proper levels of student behaviour, safety and welfare when on duty. Respect all Child Protection and other Policies. Inform colleagues and Line Managers of any instance of child welfare concerns, behaviour issues and absences or health concerns.

Find our Application Form on our website's Jobs page www.manorcourses.co.uk.

The Application Form must be filled-in by all applicants with all supporting documents, preferably as scans by email.

Please send to: jon@manorcourses.co.uk

During the recruitment process *Manor Courses* will:

- 1) contact all references;
- 2) verify certificates;
- 3) arrange a phone interview; ...and if you are successful we will...
- 4) send a staff handbook;
- 5) send a contract;
- 6) Police / Criminal check process begins in the Induction Course