



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

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

Details - Dates Salary	5½ week Temporary Contracts Mon 6th July – Thurs 13th Aug 2015 £1775 (candidates 21 years and over) or £1365 (candidates 18-20 years old) for 5 weeks' work + Induction/Welcome/Departure days	4½ week Temporary Contracts Mon 6th July – Fri 7th Aug 2015 £1415 (candidates 21 years and over) or £1085 (candidates 18-20 years old) for 4 weeks' work + Induction/Welcome days
Financial details	Salary includes 3 days' paid holiday (statutory holiday pay). Contract includes 5 days off (24hr periods). Salary consists of 5 weeks' pay of average 48hour/week; plus 3 days' pay for Induction (6 – 8 th July); plus 1 days' pay for Welcome Day (9 th July); plus 1 days' pay for Departure night/day (13 th Aug).	Salary includes 2.43 days' paid holiday (statutory holiday pay). Contract includes 4 days off (4 x 24hr periods off the rota). Salary consists of 4 weeks' pay of average 48hour/week; plus 3 days' pay for Induction (6 – 8 th July); plus 1 days' pay for Welcome Day (9 th July).
Other Details & benefits	Deductions - National Insurance (NI) and Tax will be subtracted if applicable. Accommodation/Full-board - salary has an accommodation offset already deducted. Training and preparation – paid during Induction and with regular admin sessions scheduled and paid. DBS criminal/police record check - if applicable, and Manor Courses apply for one, it will be paid.	
Location	Hurst College, Hurstpierpoint, West Sussex, UK – near Brighton, 15 minutes by car, 5 minutes by car from Hassocks station	

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 an average 48hr working week, with 8hr work days.
- Are able to work and live successfully in an environment of 300+ children and a team of 60+ staff.

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 an average 48hr working week with average 8hr work days (alternate days may be over 8hrs)

Pre-Course responsibilities:

- **Staff Handbook** - Read thoroughly.
- **Induction Course** - Arrive at College on Sun 5th June. Attend Induction Course prior to students' arrival on campus.
- **Orientation** - Welcome, guide, entertain and supervise students as they arrive on campus on Thurs 9th July.

Daily (ELT and other) responsibilities:

- **Teach EFL Lessons (18 hrs per week) –**
-Mornings - 10 x 90min classes per week. 2 lessons each morning. 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 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 / Admin** - 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 filed where they can be checked by the ADOS. Fill-in required paperwork and files for student attendance and lesson contents after lessons. 3hr sessions scheduled 3 times per week.

Additional weekly (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.*

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

- **Meetings / Admin** - Attend regular Staff Meetings. Complete paperwork and checklists for each duty. *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. *Twice a week, plus overnight emergency/on-call duty once a week.*
- **Dining Room Duty** - Supervise the meal queues. *Once every 2 weeks.*
- **Excursion Duty Shifts** – Supervise coaches. Escort students through town. Co-ordinate site-seeing and shopping time. *Once per week.*

Find our Application Form on our website's Jobs page www.manorcourses.co.uk/work-for-us/

The Application Form must be filled-in by all applicants.

New applicants must supply signatures, ID, qualifications and other supporting documents, preferably as scans by email.

During the recruitment process we 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) send sample rotas/schedules;

7) Police / Criminal check process may begin in the Induction Course if you haven't supplied details of any previous one