



# INFORMATION FOR APPLICANTS 2012 Residential Courses

*Information on our non-residential London day courses is in a separate document.*

Discovery Summer is accredited by **The British Council**, a member of **English UK** and **Quality English**

## Course Details:

Our residential courses are run at six top UK boarding schools. See [www.discoverysummer.co.uk](http://www.discoverysummer.co.uk) for details.

Course Centre	Staff Induction Dates	Course Dates	Contract Length + pre course planning and induction	Age Range
<b>Radley College</b> , near Oxford	Monday 9 + Tuesday 10 July	Wednesday 11 July – Wednesday 15 Aug	2 to 5 weeks*	11-14 or 14-17 years
<b>Shrewsbury School</b> , Shropshire	Monday 9 + Tuesday 10 July	Wednesday 11 July – Wednesday 8 Aug	2 to 4 weeks*	12-16 years
<b>Uppingham School</b> , Rutland	Wednesday 4 + Thursday 5 July	Friday 6 July – Friday 3 Aug	2 to 4 weeks*	12-16 years
<b>Woldingham School</b> , Surrey	Monday 9 + Tuesday 10 July	Wednesday 11 July – Wednesday 8 Aug	2 to 4 weeks*	9-14 years
<b>Marymount International School</b> , Kingston	Thursday 5 July + Friday 6 July	Saturday 7 July – Saturday 11 Aug	2 to 5 weeks*	8-13 years
<b>Winchester College</b> , Hampshire	Saturday 14 + Sunday 15 July	Monday 16 July – Monday 8 Aug	2 to 3 weeks	15-17 years

*\*Initial contracts for Teachers and Activity Leaders are normally 2 or 3 weeks. Contract extensions are offered, depending on performance and student numbers, once your performance has been observed.*

## What does Discovery Summer offer?

- The chance to work on a truly multi-national course. Last year we welcomed students from 60 countries and nearly 10% of our students were British – our English Student Hosts. This offers our students opportunities to speak English throughout the day with native English speakers.
- Excellent salaries, terms and conditions depending on qualifications and experience.
- 1.5 – 3 days paid pre-course induction at the course centre.
- Full board accommodation; you'll sleep near the students, normally in a single study bedroom.
- One full day off each week (excluding the induction) plus up to one third of a day off on working days.
- Use of centre sports facilities in free time as appropriate.
- Statutory holiday pay (calculated at 12.07% of gross weekly pay) paid at the end of your contract
- A discretionary end of contract bonus.

The experience of working with Discovery Summer is intensive, but highly rewarding. Many of our staff return each summer (over 50% in 2011) – and introduce their friends.

## Positions available:

Job title	Person specification/responsibilities <i>For all posts, previous residential experience, especially with children/teenagers, is a distinct advantage.</i>	Weekly salary (gross) <i>Based on qualifications and experience.</i>
Course Director	As leader of the whole team, you'll have proven management and team leadership experience as well as excellent inter-personal skills. You'll have good administrative/IT skills, boundless energy and enthusiasm, as well as total commitment to making every aspect of the course successful.	Up to £850*
Director of Studies	Trinity LTCL Diploma TESOL or Cambridge DELTA. Experience of teaching children required together with proven ability of managing, supporting and encouraging a team of teachers. You'll create an environment for maximum English Language learning both inside and outside the classroom.	£535* + discretionary bonus
Social Director	Managerial and organisational ability essential, plus experience of supervising children. As leader of a team of Activity Leaders you'll need imagination, energy, enthusiasm and a total commitment to providing a safe and secure environment in which to carry out an exciting programme of on and off-site activities. At some centres a Joint/Assistant Social Director is also employed (salary from £425).	£535* + discretionary bonus
Administrator	Excellent organisational/numerical skills, knowledge of Word/Excel and general administrative ability required. Pastoral/welfare experience + first aid qualification desirable. Ability to deal with a whole range of situations and work under pressure, for long hours, essential.	£415* + discretionary bonus
Teacher (EFL)	CELTA, Trinity TESOL, appropriate BEd or PGCE plus experience of teaching children/teenagers required. Salary range reflects qualifications/experience. Responsibilities include teaching, pastoral duties + supervising social activities.	£365-£440*+ discretionary bonus
Teachers of Maths, Humanities, Science (Uppingham – Pre-boarding programme)	First degree, appropriate PGCE/BEd/International School experience plus CELTA or Trinity TESOL desirable. Experience and enthusiasm for teaching teenagers required. Responsibilities include teaching + some pastoral duties.	£425*+ discretionary bonus
Teacher (Winchester – Pre-College Programme)	First degree, appropriate PGCE/BEd/International School experience plus CELTA or Trinity TESOL desirable. Experience and enthusiasm for teaching teenagers required. You'll be teaching one 'Major' and one 'Minor' subject each week (see website for subject list) + some social/pastoral duties.	£425*+ discretionary bonus
Activity Leader	Ideally you will have a sports coaching, art/drama/music teaching qualification. Experience of supervising children/teens and organising events/leading sports activities essential. You'll need to have initiative, be well organised, confident and responsible – and full of energy/fun! You'll also have pastoral duties.	From £305* + discretionary bonus
House Parent (Shared with Teacher or Activity Leader role)	This responsible role is usually combined with a half Teacher or half Activity Leader role. You'll be confident, caring, energetic and have excellent organisational skills as well as having experience of directing other staff	Teacher/AL salary + £30-50 per week

\* Returning staff receive a "returners" supplement.

## ***Application details:***

- New applicants: Email your CV, covering letter and application form to [mary@discoverysummer.co.uk](mailto:mary@discoverysummer.co.uk)

Please state **exact** dates you are available, the post applied for and why you think you are a suitable applicant.

(Returning staff: Please email [mary@discoverysummer.co.uk](mailto:mary@discoverysummer.co.uk) for a Returners Application Form.)

- If your application meets our requirements, you'll be asked to complete a recruitment test.
- If successful, you'll be invited for an interview. This may be face-to-face or by telephone, depending on where you live and the post applied for. In some cases you may also have a further interview with your prospective line manager (Course Director, Director of Studies or Social Director) or another member of Head Office staff.
- We will take up at least two references from previous employers or course tutors. With your permission these may be taken up before your interview.
- If your interview is successful you'll be asked to provide either a recent enhanced CRB check or a Report of Good Conduct/Police Report from the country you're living in. If you don't have one we can help you with the application process.
- Once all the documentation, including satisfactory references, is received we will send you a contract together with additional documentation and forms.
- You'll return the signed contract together with other required documentation and forms.
- If we have not seen your photo ID or original certificates, you must present these to us on arrival at the course centre. Copies will be kept on file.

## **Contact details:**

Mary Shipley, [mary@discoverysummer.co.uk](mailto:mary@discoverysummer.co.uk)

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