

Information for Applicants, 2008 Residential Courses

What kind of courses are you recruiting for?

Our residential courses are run at six top boarding schools around England: you will find details in our 2008 brochure or on our website (<http://www.discoverysummer.co.uk>).

Information concerning our Family London courses, which are non-residential, is in a separate document.

Staff Induction	Course Length	Course Centre	Contract Length	Age Range
Monday 7 th and Tuesday 8 th July	Wednesday 9 th July to Wednesday 13 th August	Radley, Oxfordshire	3 to 5 weeks	13 to 16 years
Monday 7 th and Tuesday 8 th July	Wednesday 9 th July to Wednesday 6 th August	Shrewsbury, Shropshire	3 to 4 weeks	12 to 16 years
Wednesday 2 nd and Thursday 3 rd July	Friday 4 th July to Friday 1 st August	Uppingham, Leicestershire	3 to 4 weeks	10 to 16 years
Monday 30 th June and Tuesday 1 st July	Wednesday 2 nd July to Wednesday 6 th August	Woldingham, Surrey	3 to 5 weeks	9 to 14 years
Saturday 5 th and Sunday 6 th July	Monday 7 th July to Monday 4 th August	Winchester, Hampshire	3 to 4 weeks	14 to 17 years
Saturday 5 th and Sunday 6 th July	Monday 7 th July to Monday 4 th August	King's Ely, Cambridgeshire	3 to 4 weeks	12 to 16 years

We have a small number of vacancies starting one or two weeks after the course start date.

What do you offer?

- Excellent, highly competitive salaries depending on qualifications and experience.
- At least two days' paid induction at the course centre before students arrive.
- Full board accommodation. You will sleep near the students, normally in a single study bedroom.
- A discretionary end of contract bonus.
- One full day off each week (excluding the induction) plus up to one third of a day off on working days.
- Statutory holiday pay – calculated at 9.24% of your gross salary.
- The use of centre sports facilities as appropriate.
- The chance to work on a truly multi-national course. Last year we welcomed students from 55 different countries.

Please note that you will be asked to sign a **waiver regarding the 48-hour maximum working week**.

Which posts are available?

Job title	Experience and qualifications	Weekly salary
Course Director	Applicants should have proven management and inter-personnel skills and be proficient users of Word and Excel. Experience of planning and running residential courses for children/teenagers is also required.	£550
Director of Studies	Applicants should have a first degree, plus Trinity LTCL Diploma TESOL or Cambridge DELTA. Experience of teaching children/teenagers is also required. Previous residential experience is an advantage.	£450
Social Director	Applicants should have managerial experience as well as experience of supervising children/teenagers. CSLA and HSLA qualifications and/or BT TOP training are desirable. Previous residential experience is an advantage.	£450
Administrator	Applicants should have excellent organisational and numerical skills, be proficient users of Word and Excel and have general administration experience. Experience with children/teenagers and a first aid qualification are desirable. Previous residential experience is an advantage.	£325
Teacher (EFL)	Applicants should have a first degree, plus CELTA or Trinity TESOL or PGCE. Experience of teaching children/teenagers is also required. Previous residential experience is an advantage. Teachers also participate in the social programme and have pastoral duties.	£300-£375
Teacher (EFL) and House Parent	Applicants should have a first degree, plus CELTA or Trinity TESOL or PGCE. Experience of teaching children/teenagers is also required. Previous residential experience is an advantage. House Parents are responsible for the welfare of students in one house; previous pastoral experience is required and a first aid qualification is desirable.	£350-£425
Teacher (Winchester)	Applicants should have a good working knowledge of one Major and one Minor subject we offer, a first degree, plus CELTA or Trinity TESOL or PGCE or have taught at an International School. Teachers also participate in the social programme and have pastoral duties.	£390
Activity Leader (Lifeguard)	Applicants should have experience of supervising children/teenagers. CSLA and HSLA qualifications and/or BT TOP training are desirable. The ability to plan and supervise a wide range of sports and activities is essential as is an excellent sense of fun! Lifeguards must have a National Pools Lifeguard Qualification. Activity Leaders/Lifeguards also participate in the academic programme and have pastoral duties. Previous residential experience is an advantage.	£250 (£265)
Sports Coach	Applicants should have an up-to-date sports coaching qualification in football, tennis or golf and experience of supervising children/teenagers. CSLA and HSLA qualifications and/or BT TOP training are desirable. The ability to plan and supervise a wide range of sports and activities is essential as is an excellent sense of fun! Please note that this position is only available at our King's Ely course centre.	On application

That's great! How do I apply?

- Email your CV and covering letter to iain@discoverysummer.co.uk. Please state when you are available during July and August and the post you wish to apply for.
- If you have the appropriate qualifications and experience you will be asked to complete an application form and recruitment test.
- If your application form and recruitment test are of a sufficiently high standard you will be invited to interview. This may be face-to-face or by telephone, depending on where you live and the post you wish to apply for. You may also have a further interview with your potential line manager (Course Director, Director of Studies or Social Director) or another member of Head Office staff.
- We will take up 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 will be asked to provide either a Report of Good Conduct from the country where you live, or a recent CRB check if you live in the United Kingdom. Applicants without a recent CRB check who live in the United Kingdom will be asked to contribute £22 towards the cost of the CRB check. This will be deducted from your salary. However, the CRB check is yours to keep.
- We will send you a contract together with additional documentation and forms. Your contract is subject to us having received two satisfactory references and a satisfactory Report of Good Conduct or CRB check.
- If you choose to accept the post, please return one signed copy of the contract together with the required documentation and forms.
- If we have not seen your original certificates (where applicable) or photo ID you must bring these with you to present on your arrival at the course centre.

I have a question!

For further information, please contact:

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