



# Information for Applicants

## Summer 2020

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### About Studio Cambridge

Studio Cambridge was founded in Cambridge in 1954. It is the oldest established language school in the city. It is a privately owned, independent school, and not part of a big chain. It is renowned for its friendly, family atmosphere with both students and staff. The school is recognised by the British Council and is a member of English UK. Studio Cambridge is open throughout the year teaching English to students from all over the world.

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### Summer Camps

We have been running summer camps for over 40 years. We aim to provide students with a unique experience. For many of them it will be their first trip abroad and their first trip away from home unaccompanied by parents.

We want them to feel happy and confident while living and studying in a new country. We develop their language skills in a comfortable, safe and relaxed learning environment, and we ensure that they have lots of fun – in class, during activities and on excursions.

Our summer camps are attended by over 1500 students each year. They are based in 4 locations: Cambridge, Ely, Bishops Stortford and Reading.

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### Intensive English Courses (IECs)

We provide Intensive English Courses throughout the year and during the summer we provide them to over 800 students aged 16+ in Cambridge.

### Staff

We are looking for residential and non-residential staff to assist in running our Summer Camps and Intensive English Courses.

The positions available include:

- Activity Organisers
- House Managers
- EFL Teachers
- Teaching Coordinators
- Welfare Officers
- Activities Coordinators
- Course Directors
- Receptionist

## Course Locations

Centre Name	Ages	Location
<b>Sir Edward</b>	8-13	King's School, Ely, Cambridgeshire
<b>Sir Henry</b>	9-14	Hockerill Anglo-European College, Bishop's Stortford, Hertfordshire
<b>Sir Richard</b>	10-16	Leighton Park School, Reading
<b>Sir Michael</b>	13-17	Main School, Cambridge
<b>Sir Laurence</b>	12-16	Lucy Cavendish College, Cambridge University, Cambridge
<b>Sir Christopher</b>	16-19	Ridley Hall and Newnham College, Cambridge University, Cambridge
<b>Intensive English Courses</b>	16+	Hills Road Sixth Form College and Main School, Cambridge

## Course Dates

Centre Name	Date	Length of contracts available
<b>Sir Edward</b>	5 July to 2 August	2-4 weeks
<b>Sir Henry</b>	5 July to 2 August	2-4 weeks
<b>Sir Richard</b>	5 July to 9 August	2-5 weeks
<b>Sir Michael</b>	14 June to 23 August	2-9 weeks
<b>Sir Laurence</b>	28 June to 9 August	2-6 weeks
<b>Sir Christopher</b>	28 June to 9 August	2-8 weeks
<b>Intensive English Courses</b>	1 July to 25 August	2-8 weeks

## Staff Accommodation

Centres	Staff accommodation
Sir Henry, Sir Edward, Sir Richard	<ul style="list-style-type: none"> <li>• Full-board accommodation is available for all staff</li> <li>• Non-residential teaching positions are also available</li> </ul>
Sir Michael, Sir Laurence and Sir Christopher	<ul style="list-style-type: none"> <li>• Full-board accommodation is available for most non-teaching positions</li> <li>• Limited off-site accommodation is available for teachers at a cost</li> </ul>
Intensive English Courses	<ul style="list-style-type: none"> <li>• Accommodation is not available for staff</li> </ul>

## Positions

<b>Activity Coordinator &amp; Assistant Activity Coordinator</b>	
<b>Qualifications &amp; Experience Required</b>	<b>Duties</b>
<p>Essential:</p> <ul style="list-style-type: none"> <li>• Native speaker level of English</li> <li>• PC skills</li> <li>• Ability to work under pressure</li> </ul> <p>Preferable:</p> <ul style="list-style-type: none"> <li>• Experience of organising leisure activities</li> <li>• Experience of working in a summer school</li> </ul>	<ul style="list-style-type: none"> <li>• Create, organise and oversee a varied weekly timetable of activities for the students</li> <li>• Organise and oversee the excursions</li> <li>• Work as part of a management team</li> </ul>
<b>Hours</b>	
48 hours per week, one full day off each week	
<b>Salary</b>	
AC    £485 per week, plus £58.54 holiday pay per week (£543.54)	
AAC   £425 per week, plus £51.30 holiday pay per week (£476.30)	

<b>Welfare Officer and Assistant Welfare Officer</b>	
<b>Qualifications &amp; Experience Required</b>	<b>Duties</b>
<p>Essential:</p> <ul style="list-style-type: none"> <li>• Native speaker level of English</li> <li>• PC skills</li> <li>• Ability to work under pressure</li> </ul> <p>Preferable:</p> <ul style="list-style-type: none"> <li>• First Aid qualification</li> <li>• Experience of working in a summer school</li> <li>• Administration experience</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee the students' general welfare and pastoral care</li> <li>• Oversee the handling of all accidents or welfare incidents</li> <li>• Implement student disciplinary procedures</li> <li>• Oversee the implementation of first aid procedures</li> <li>• Oversee/assist with boarding arrangements and bed allocations</li> <li>• Assist with the administration of airport transfers</li> <li>• Oversee the course centre in the Course Director's absence</li> </ul>
<b>Hours</b>	
48 hours per week, one full day off each week	
<b>Salary</b>	
WO    £485 per week, plus £58.54 holiday pay per week (£543.54)	
AWO   £425 per week, plus £51.30 holiday pay per week (£476.30)	

<b>Teaching Coordinator</b>	
<b>Qualifications &amp; Experience Required</b>	<b>Duties</b>
Essential: <ul style="list-style-type: none"> <li>• CELTA, Trinity or equivalent or PGCE /B.Ed qualification</li> <li>• A degree</li> <li>• Minimum 2 years' teaching experience</li> <li>• PC skills</li> <li>• Ability to work under pressure</li> <li>• Ability to work as part of a team</li> </ul> Preferable: <ul style="list-style-type: none"> <li>• Experience of working in a summer school</li> <li>• Experience of academic administration</li> <li>• A DELTA or MA TESOL</li> </ul>	<ul style="list-style-type: none"> <li>• Manage teachers</li> <li>• Organise and advise teachers on academic materials, lesson preparation and teaching</li> <li>• Organise placement testing and allocation of students to classes</li> <li>• Oversee and coordinate teaching administration, e.g. registers, certificates and reports</li> <li>• Carry out lesson observations and give feedback</li> <li>• Hold regular meetings and weekly teacher workshops</li> <li>• Work as part of a management team</li> </ul>
<b>Hours</b>	
<b>Residential</b>	48 hours per week, one full day off each week
<b>Non-residential</b>	48 hours per week, one or two full days off each week
<b>Salary</b>	
<b>15-hour academic programme</b>	£485 plus £58.54 holiday pay per week (£543.54)
<b>21 and 30-hour academic programme</b>	£510 plus £61.56 holiday pay per week (£571.56)
<b>DELTA or MA TESOL</b>	An additional £30 per week
Residential positions include full board	
Non-residential positions do not include meals	

<b>Course Director</b>	
<b>Qualifications &amp; Experience Required</b>	<b>Duties</b>
Essential: <ul style="list-style-type: none"> <li>• Native speaker level of English</li> <li>• Ability to work under pressure</li> <li>• Excellent organisational skills</li> <li>• Excellent communication skills</li> <li>• PC skills</li> </ul> Preferable <ul style="list-style-type: none"> <li>• Experience of managing or organising educational centres</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee the administration and smooth running of the course</li> <li>• Manage the course centre staff</li> <li>• Liaise with students, group leaders, facilities providers and permanent staff at Studio</li> </ul>
<b>Hours</b>	
48 hours per week, one full day off each week	
<b>Salary</b>	
<i>depending on experience: £605-£705, plus £73.02-£85.09 holiday pay per week (£678.02-£790.09)</i>	

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## Further Information

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### **Residential accommodation at centres**

Where residential accommodation is included with the position, it is usually a single room with shared bathroom facilities, in residences shared with students and includes full-board meals. Staff are responsible for students on-site.

### **Non-residential positions**

Non-residential positions do not include any meals.

### **Staff accommodation in Cambridge**

We have a limited amount of off-site, self-catering accommodation in the summer for teachers working in Cambridge. The accommodation is in single rooms in a house shared with other members of staff. Outside of the summer it is student accommodation and staff must abide by the rules of the college that owns the accommodation; e.g. no smoking anywhere on the grounds. Rent is charged to teachers at £91 per week / £13 per night. This is not the full cost of the accommodation; it includes a subsidy from Studio Cambridge.

### **Timetable**

Students have 15-21 hours of tuition, plus a full programme of daytime activities, evening social activities and full-day excursions each week.

### **Students**

In recent years, students from over 50 countries have joined our courses. The majority come in groups with a group leader, who may be the agent, a teacher or a student doing vacation work. A smaller number come unaccompanied. Students generally stay for 2, 3 or 4 weeks.

### **Classes**

Classes are multinational, with students divided according to their level of English. This is determined by a placement test on their first day. Levels range from beginner to advanced and we have a maximum of 16 students in each class. The lessons are taught following a syllabus and all teaching materials are provided.

### **Activities and excursions**

In addition to the lessons, we provide a wide range of activities, organised by the Activity Coordinator at each centre. Activities may involve sports, arts and crafts or cultural visits. Excursions are full-day visits and destinations include: London, Stratford, Warwick Castle, Windsor, Chessington World of Adventures, Thorpe Park and Oxford.

### **Pre-course training**

Course Directors and Assistant Course Directors receive training at the main school over one to two weeks prior to the start of the course. They give pre-course training sessions to all other staff at the course centre on the Saturday and/or Sunday before the start of the course. Staff are paid for their participation in the training. The sessions look at health and safety, organising activities, supervising excursions, welfare and discipline procedures, and teaching. It is also an opportunity to clear up any questions or worries you may have.

### **Check-in day**

All non-teaching residential staff are obliged to help with setting up, the centre and welcoming the students on the first Sunday of the course.

### **Pay**

Salaries are paid weekly, one week in arrears, into UK bank accounts. As the contract periods are too short for holiday to be taken, all holiday pay accrued is paid the week after the final week's pay. The accommodation offset amount for residential staff is £57.40.

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## Applying to Work at Studio Cambridge

### Applications

Please complete and application form. You may be asked to explain gaps in applications forms or cvs during any subsequent interview. Please return your completed application form by email to:

**jobs@studiocambridge.co.uk**

We do not set a deadline for applications as we continue to accept student bookings into the summer. However, recruitment generally begins in February and most positions are filled by the end of May.

### Interviews

Interviews take place at Studio Cambridge Main School, Station Road, Cambridge.

Please note that we are unable to provide expenses for travel to interviews.

It is possible to conduct Skype interviews for teachers who are living outside the UK; **however, as part of our Child Protection Policy, non-teaching applicants are required to have face-to-face interviews in Cambridge.**

### Offers of employment

Offers of employment are made depending on receiving 2 references satisfactory to us and on receiving a signed copy of the contract.

In addition, we reserve the right to carry out a DBS check and offers of employment are made dependent on clarification of any criminal record.

Offers of employment for academic staff are made dependent on candidates showing us their original teaching and degree certificates.

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