



# Information for Applicants

## Summer 2020

### 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.

### 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.

### Intensive English Courses

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

Reception Staff	
Qualifications & Experience Required	Duties
<ul style="list-style-type: none"><li>• Experience of working on a reception desk is preferable but not essential</li><li>• Experience of working in an office environment is preferable but not essential</li><li>• Experience of working with foreign students is preferable but not essential</li></ul>	<ul style="list-style-type: none"><li>• Dealing with telephone and in-person enquiries at reception</li><li>• Operating the switchboard</li><li>• Assisting with airport transfers on Sundays</li></ul>
Hours	
Up to 48 hours per week, one full day off each week	
Salary	
£328 plus £39.59 holiday pay per week , plus additional pay for airport work	

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## Further Information

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### **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 arrive 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**

All staff are obliged to attend pre-course training sessions which will usually take place at the course centre on the Saturday and/or Sunday at 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. Course Directors and Assistant Course Directors receive training at the main school prior to the start of the course.

### **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.

# 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 dependent 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. Applicants from overseas must also provide a police check from the country they reside in.

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

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