



# INFORMATION FOR APPLICANTS

## SUMMER 2021

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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.

### SUMMER CAMPS

We have been running summer camps for over 50 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.

### 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:

Course Directors / Welfare Officers / Activities Coordinators  
Teaching Coordinators / EFL Teachers  
Activity Organisers / House Managers / Office Staff

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## COURSE LOCATIONS

| CENTRE NAME               | AGES  | LOCATION  |
|---------------------------|-------|---|
| Sir Edward                | 8-13  | King's School, Ely, Cambridgeshire                                  |
| Sir Henry                 | 9-14  | Hockerill Anglo-European College, Bishop's Stortford, Hertfordshire |
| Sir Richard               | 10-16 | Leighton Park School, Reading                                       |
| Sir Michael               | 13-17 | Main School, Cambridge  |
| Sir Laurence              | 12-16 | Lucy Cavendish College, Cambridge University, Cambridge             |
| Sir Christopher           | 16-19 | Ridley Hall and Newnham College, Cambridge University, Cambridge    |
| Intensive English Courses | 16+   | Hills Road Sixth Form College and Main School, Cambridge            |

## COURSE DATES

| CENTRE NAME               | DATE                 | LENGTH OF CONTRACTS AVAILABLE |
|---------------------------|----------------------|-------------------------------|
| Sir Edward                | 11 July to 8 August  | 2-5 weeks                     |
| Sir Henry                 | 11 July to 8 August  | 2-5 weeks                     |
| Sir Richard               | 11 July to 15 August | 2-6 weeks                     |
| Sir Michael               | 20 June to 29 August | 2-10 weeks                    |
| Sir Laurence              | 4 July to 15 August  | 2-7 weeks                     |
| Sir Christopher           | 4 July to 15 August  | 2-7 weeks                     |
| Intensive English Courses | 29 June to 28 August | 2-9 weeks                     |

## STAFF ACCOMMODATION

| CENTRES                                    | STAFF ACCOMMODATION   |
|--|---|
| Sir Henry, Sir Edward, Sir Richard         | Full-board accommodation is available for all staff                   |
|  | Non-residential teaching positions are also available                 |
| Sir Michael, Sir Laurence, Sir Christopher | Full-board accommodation is available for most non-teaching positions |
|  | Limited off-site accommodation is available for teachers at a cost    |
| Intensive English Courses                  | Accommodation is not available for staff                              |

# POSITIONS

| COURSE DIRECTOR  |  |
|--|--|
| SKILLS, QUALIFICATIONS AND EXPERIENCE  | DUTIES   |
| <p>Essential:</p> <ul style="list-style-type: none"> <li>• Native speaker level of English</li> <li>• Ability to work under pressure</li> <li>• Confident communicator</li> <li>• Excellent organisational skills</li> <li>• Excellent communication skills</li> <li>• IT skills</li> </ul> <p>Preferable:</p> <ul style="list-style-type: none"> <li>• Experience of managing or organising educational centres</li> <li>• Experience of delivering staff training</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> <li>• Oversee staff training</li> <li>• Ensure all health and safety policies and procedures are adhered to</li> <li>• Ensure the safeguarding of students is a priority for all staff</li> </ul> |
| HOURS  |  |
| 48 hours per week, one full day off each week  |  |
| PAY  |  |
| Depending on experience: £605-£705 per week, plus holiday pay (£73.02 – £85.09 per week)   |  |
| The accommodation offset rate is £58.52 per week – if you are residential, we add this and then deduct it from your pay, so accommodation and board effectively cost you nothing.  |  |
| Residential positions include full board   |  |
| Non-residential positions do not include meals   |  |

## WELFARE OFFICER / ASSISTANT WELFARE OFFICER

| SKILLS, QUALIFICATIONS AND EXPERIENCE   | DUTIES   |
|---|--|
| <p>Essential:</p> <ul style="list-style-type: none"> <li>• Native speaker level of English</li> <li>• Ability to work under pressure</li> <li>• Meticulous attention to detail</li> <li>• Ability to build rapport with students</li> <li>• IT skills</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> <li>• Pastoral care experience</li> <li>• Understanding of safeguarding</li> </ul> | <ul style="list-style-type: none"> <li>• Oversee the students' general welfare and pastoral care</li> <li>• Oversee, and deliver staff training on, safeguarding</li> <li>• Manage 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 or assist with boarding arrangements and room allocations</li> <li>• Assist with the administration of airport transfers</li> <li>• Communicate with group leaders over issues regarding their students</li> <li>• Oversee the course centre in the Course Director's absence</li> </ul> |
| <b>HOURS</b>  |  |
| Up to 48 hours per week, one full day off each week   |  |
| <b>PAY</b>  |  |
| WELFARE OFFICER   | <p>Salary £485 + £58.54 holiday pay per week</p> <p>The accommodation offset rate is £58.52 per week – if you are residential, we add this and then deduct it from your pay, so accommodation and board effectively cost you nothing.</p>  |
| ASSISTANT WELFARE OFFICER   | <p>Salary £425 + £51.30 holiday pay per week</p> <p>The accommodation offset rate is £58.52 per week – if you are residential, we add this and then deduct it from your pay, so accommodation and board effectively cost you nothing.</p>  |
| Residential positions include full board  |  |
| Non-residential positions do not include meals  |  |

## ACTIVITIES COORDINATOR / ASSISTANT ACTIVITIES COORDINATOR

| SKILLS, QUALIFICATIONS AND EXPERIENCE  | DUTIES   |
|--|--|
| <p>Essential:</p> <ul style="list-style-type: none"> <li>• Native speaker level of English</li> <li>• Ability to work under pressure</li> <li>• Confident at communicating to large groups</li> <li>• Meticulous attention to detail</li> <li>• Ability to build rapport with students</li> <li>• IT skills</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>• Experience of organising leisure activities</li> <li>• Administration experience</li> <li>• Understanding of safeguarding</li> </ul> | <ul style="list-style-type: none"> <li>• Create, organise and oversee a varied weekly timetable of activities for the students</li> <li>• Coordinate and manage the implementation of the excursion programme</li> <li>• Ensure correct staffing ratios are adhered to at all times</li> <li>• Deliver staff training</li> <li>• Observe, coach and motivate activity staff to ensure students are getting the most out of the leisure programme</li> <li>• Liaise with group leaders over specific requests</li> <li>• Communicate with facilities providers and service providers to ensure everyone is kept updated on latest numbers</li> <li>• Work as part of the management team</li> </ul> |
| HOURS  |  |
| Up to 48 hours per week, one full day off each week  |  |
| PAY  |  |
| ACTIVITIES COORDINATOR   | <p>Salary £485 + £58.54 holiday pay per week</p> <p>The accommodation offset rate is £58.52 per week – if you are residential, we add this and then deduct it from your pay, so accommodation and board effectively cost you nothing.</p>  |
| ASSISTANT ACTIVITIES COORDINATOR   | <p>Salary £425 + £51.30 holiday pay per week</p> <p>The accommodation offset rate is £58.52 per week – if you are residential, we add this and then deduct it from your pay, so accommodation and board effectively cost you nothing.</p>  |
| Residential positions include full board   |  |
| Non-residential positions do not include meals   |  |

## TEACHING COORDINATOR

| SKILLS, QUALIFICATIONS AND EXPERIENCE  |   | DUTIES   |
|--|---|--|
| <p>Essential:</p> <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>• IT skills</li> <li>• Ability to work under pressure</li> <li>• Ability to work as part of a team</li> </ul> <p>Preferable:</p> <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 the 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> |
| HOURS  |   |  |
| RESIDENTIAL  | Up to 48 hours per week, one full day off each week         |  |
| NON-RESIDENTIAL  | Up to 48 hours per week, one or two full days off each week |  |
| PAY  |   |  |
| 15-hour academic programme   | £485 plus £58.54 holiday pay per week (£543.54)             |  |
| 21 and 30-hour academic programme  | £510 plus £61.56 holiday pay per week (£571.56)             |  |
| DELTA or MA TESOL  | An additional £30 per week                                  |  |
| Residential positions include full board   |   |  |
| Non-residential positions do not include meals   |   |  |

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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.

## **TIMETABLE**

Students have 15-21 hours of tuition, plus a full programme of daytime and 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 places such as London, Thorpe Park, Warwick Castle, Brighton 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.

# APPLYING TO WORK AT STUDIO CAMBRIDGE

## APPLICATIONS

Please send a covering letter and CV to the email address below:

[jobs@studiocambridge.co.uk](mailto:jobs@studiocambridge.co.uk)

Your covering letter should include the dates you will be available to work, which job(s) you would like to apply for, and whether you would prefer a residential or non-residential position.

If you are invited to the next stage of our recruitment process, you will be asked to explain any gaps in your CV during the interview.

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

## INTERVIEWS

Interviews take place in-person at the Studio Cambridge offices in Cambridge or via Zoom.

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

## 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 will carry out a DBS check and offers of employment are made dependent on clarification of any criminal record. Please ensure you bring the appropriate DBS documents to interview. 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.

Studio Cambridge is committed to the safeguarding and wellbeing of all of its students and expects all staff to share this commitment.

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