



INFORMATION FOR APPLICANTS

SUMMER 2021

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

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

RECEPTIONIST

SKILLS, QUALIFICATIONS AND EXPERIENCE

Essential:

- Fluent speaker level of English required
- IT skills
- Meticulous attention to detail
- Ability to work under pressure
- Confident communicator

Preferable:

- Experience of working on a reception desk
- Experience of working in an office
- Experience of working with foreign students

DUTIES

- Provide excellent customer service to telephone and in-person enquiries on reception at our main school in Cambridge
- Oversee all incoming and outgoing mail
- Operate the switchboard
- Ensure reception is kept tidy and organised
- Assist with airport transfers on Sundays

HOURS

Between 35 and 48 hours per week, with one or two full days off each week

PAY

Salary £311.85 per week plus £37.64 holiday pay per week (for 35 hours).

Airport transfer work is paid additionally at the following rate: £36 for the first 90 minutes, £12.50 per hour thereafter. There will be some Sundays when you are required to work, and others when you are not.

This is not a residential role, and we are not able to offer accommodation for it. Candidates must be able to commute to Station Road, Cambridge, CB1 2JF.

TRANSFERS ASSISTANT

SKILLS, QUALIFICATIONS AND EXPERIENCE

Essential:

- Meticulous attention to detail
- Experienced Excel user
- Ability to work under pressure
- Fluent speaker level of English required
- Confident communicator

Preferable:

- Experience of working in an office
- Experience of working with foreign students

DUTIES

- Assist with the organisation of up to approximately 1,000 airport transfers per week
- Book coaches and taxis for the transfers
- Ensure accuracy of students' addresses
- Communicate with staff over the details of students' transfers
- Liaise with the summer camps over their students' transfer details
- Assist with other aspects of summer camp work including residential or leisure programme duties as required

HOURS

Up to 48 hours per week, with one or two full days off each week

PAY

Salary £400 per week plus £48.28 holiday pay 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.

FURTHER INFORMATION

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

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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