



INFORMATION FOR APPLICANTS

SUMMER 2024

POSITIONS:

- COURSE DIRECTOR
 - TEACHING COORDINATOR
 - WELFARE OFFICER / ASSISTANT WELFARE OFFICER
 - ACTIVITIES COORDINATOR / ASSISTANT ACTIVITIES COORDINATOR
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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 based in 2 locations: Cambridge and Ely.

INTENSIVE ENGLISH COURSES

We provide Intensive English Courses throughout the year and during the summer we provide them to 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

COURSE LOCATIONS

CENTRE NAME	AGES	LOCATION
Sir Edward	9-13	King's Ely, Cambridgeshire
Sir Laurence	13-16	Lucy Cavendish College, Cambridge University, Cambridge
Sir Michael	13-17	Main School, Cambridge
Sir Christopher	16-17	Ridley Hall and Newnham College, Cambridge University, Cambridge
Adult English Courses	16+/Adults	Main School, Cambridge

COURSE DATES

CENTRE NAME	TRAINING AND PREPARATION	COURSE DATES	LENGTH OF CONTRACTS AVAILABLE
Sir Edward	1-6 July	7 July to 4 August	5 weeks
Sir Laurence	24 June - 29 June	30 June to 4 August	6 weeks
Sir Michael	24 June - 29 June	30 June to 25 August	7-8 weeks
Sir Christopher	24 June - 29 June	30 June to 25 August	7 weeks
Adult English Courses	24 June - 29 June	30 June to 25 August	9 weeks

STAFF ACCOMMODATION

CENTRES	STAFF ACCOMMODATION
Sir Edward, Sir Laurence, Sir Michael, Sir Christopher	Full-board accommodation is available for most staff
	Some non-residential positions are available
Adult 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"> • Ability to work under pressure • Confident communicator • Excellent organisational skills • Excellent communication skills • IT skills • Enthusiasm and energy for long hours • Native speaker level of English <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of managing or organising educational centres • Experience of delivering staff training 	<ul style="list-style-type: none"> • Oversee the administration and smooth running of the course • Manage the course centre staff • Liaise with students, group leaders, facilities providers and permanent staff at Studio • Oversee staff training • Ensure all health and safety policies and procedures are adhered to • Ensure the safeguarding of students is a priority for all staff
HOURS	
48 hours per week, one full day off each week	
PAY	
£700 + £84.49 holiday pay = £784.49 per week	
Residential positions include full board	

**WELFARE OFFICER /
ASSISTANT WELFARE OFFICER /
ASSISTANT WELFARE AND ACTIVITIES OFFICER**

SKILLS, QUALIFICATIONS AND EXPERIENCE	DUTIES
<p>Essential:</p> <ul style="list-style-type: none"> • Native speaker level of English • Ability to work under pressure • Meticulous attention to detail • Ability to build rapport with students • IT skills • Enthusiasm and energy for long hours <p>Desirable:</p> <ul style="list-style-type: none"> • First aid qualification • Experience of working in a summer school • Administration experience • Pastoral care experience • Understanding of safeguarding 	<ul style="list-style-type: none"> • Oversee the students' general welfare and pastoral care • Oversee, and deliver staff training on, safeguarding • Manage the handling of all accidents or welfare incidents • Implement student disciplinary procedures • Oversee the implementation of first aid procedures • Oversee or assist with boarding arrangements and room allocations • Assist with the administration of airport transfers • Communicate with group leaders over issues regarding their students • Oversee the course centre in the Course Director's absence
HOURS	
Up to 48 hours per week, one full day off each week	
PAY	
WELFARE OFFICER	£580 + £70.01 holiday pay = £650.01 per week
ASSISTANT WELFARE OFFICER ASSISTANT WELFARE AND ACTIVITIES OFFICER	£530 + £63.97 holiday pay = £593.97 per week.
Residential positions include full board	
The Assistant Welfare and Activities Officer assists both the Welfare Officer and the Activities Coordinator. See the information on the Activities Coordinator below.	

**ACTIVITIES COORDINATOR /
ASSISTANT ACTIVITIES COORDINATOR /
ASSISTANT WELFARE AND ACTIVITIES OFFICER**

SKILLS, QUALIFICATIONS AND EXPERIENCE	DUTIES
<p>Essential:</p> <ul style="list-style-type: none"> • Native speaker level of English • Ability to work under pressure • Confident at communicating to large groups • Meticulous attention to detail • Ability to build rapport with students • IT skills • Enthusiasm and energy for long hours <p>Desirable:</p> <ul style="list-style-type: none"> • First aid qualification • Experience of working in a summer school • Experience of organising leisure activities • Administration experience • Understanding of safeguarding 	<ul style="list-style-type: none"> • Create, organise and oversee a varied weekly timetable of activities for the students • Coordinate and manage the implementation of the excursion programme • Ensure correct staffing ratios are adhered to at all times • Deliver staff training • Observe, coach and motivate activity staff to ensure students are getting the most out of the leisure programme • Liaise with group leaders over specific requests • Communicate with facilities providers and service providers to ensure everyone is kept updated on latest numbers • Work as part of the management team
HOURS	
Up to 48 hours per week, one full day off each week	
PAY	
ACTIVITIES COORDINATOR	£580 + £70.01 holiday pay = £650.01 per week
ASSISTANT ACTIVITIES COORDINATOR ASSISTANT WELFARE AND ACTIVITIES OFFICER	£530 + £63.97 holiday pay = £593.97 per week The accommodation offset rate is £69.93 per week.
Residential positions include full board	
Non-residential positions do not include meals	
The Assistant Welfare and Activities Officer assists both the Welfare Officer and the Activities Coordinator. See the information on the Welfare Officer above.	

TEACHING COORDINATOR

SKILLS, QUALIFICATIONS AND EXPERIENCE		DUTIES
<p>Essential:</p> <ul style="list-style-type: none"> • CELTA, Trinity TESOL or equivalent or PGCE /B.Ed in English, Modern Foreign Languages or Primary Ed. qualification • A degree • Minimum 2 years' teaching experience • IT skills • Ability to work under pressure • Ability to lead • Ability to work as part of a team <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of working in a summer school • Experience of academic administration • DELTA, Trinity Dip. TESOL or MA TESOL 	<ul style="list-style-type: none"> • Manage the teachers • Teach cover at a large centre or set teaching hours at a smaller centre • Organise and advise teachers on academic materials, lesson preparation and teaching • Organise allocation of students to classes • Oversee and coordinate teaching administration, e.g. registers, certificates and reports • Hold regular meetings and weekly teacher workshops • Carry out lesson observations and give feedback • Work as part of a management team 	
HOURS		
RESIDENTIAL	Up to 48 hours per week, one full day off each week	
NON-RESIDENTIAL	Up to 40 hours per week, two full days off each week	
PAY		
Sir Edward 15-hr per week teaching programme	£580 + £70.01 holiday pay = £650.01 per week	
Sir Laurence 21-hr per week teaching programme	£600 + £72.42 holiday pay = £672.42 per week	
Sir Michael and Sir Christopher 30-hr per week teaching programmes	£630 + £76.04 holiday pay = £706.04 per week	
DELTA, Trinity Dip. TESOL or MA TESOL	An additional £30 per week	
Residential positions include full board		
Non-residential positions do not include meals		

FURTHER INFORMATION

PRE-COURSE TRAINING AND PREPARATION

Managers spend a week receiving training and preparing for the course at the main school the week before the course begins. This week is paid at the full rate. Accommodation in Cambridge is provided if required. The week culminates in moving into the course centre and delivering a training day to other staff on the Saturday. The students arrive on the Sunday. You will have one day off on Thursday or Friday.

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. Living where you work can make it difficult to fully unwind during time off and we encourage staff to go off-site on their days off.

WORK SCHEDULE

The Course Director will make a rota for Teachers, House Managers and Activity Organisers each week. When you are needed to do a duty such as boarding, activity, excursion or teaching (in the case of the Teaching Coordinator), this will appear on the rota. You will be responsible for your timekeeping for your other duties such as admin and planning duties. This will usually take longer in the first week or two of the course. In addition, a senior member of staff will need to be available during the day and evening and this will be coordinated by the Course Director. It is difficult to be precise about scheduling and we are looking for staff who are flexible.

STUDENT TIMETABLE

Students have 15-21 hours of tuition, plus a full programme of daytime and evening social activities as well as 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 taken in advance. 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 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, Warwick Castle, Brighton and Oxford.

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.

NON-RESIDENTIAL POSITIONS

Non-residential positions do not include any meals.

APPLYING TO WORK AT STUDIO CAMBRIDGE

APPLICATIONS

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

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 main school 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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