



INFORMATION FOR TEACHING APPLICANTS SUMMER 2024

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.

ENGLISH LANGUAGE COURSES FOR ADULTS

We provide Intensive English Courses throughout the year and during the summer we provide them to students aged 16+, mostly adults, in Cambridge. This information does not apply to teaching positions on the Adult English Course. If you would like to apply to teach on this course, please ask for the separate information.

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	COURSE DATES	LENGTH OF CONTRACTS AVAILABLE
Sir Edward	7 July to 4 August	2-4 weeks
Sir Laurence	30 June to 4 August	3-5 weeks
Sir Michael	30 June to 25 August	2-8 weeks
Sir Christopher	30 June to 11 August	2-6 weeks
Adult English Courses	30 June to 25 August	2-8 weeks

STAFF ACCOMMODATION

CENTRES	STAFF ACCOMMODATION
Sir Edward	Full-board accommodation is available
	Non-residential teaching positions are also available
Sir Laurence Sir Michael Sir Christopher Adult English Courses	Accommodation is not available for teaching staff

POSITION DETAILS: EFL Teacher

QUALIFICATIONS AND EXPERIENCE REQUIRED	DUTIES
<ul style="list-style-type: none"> A teaching qualification is essential: CELTA, Trinity CertTESOL or similar TEFL qualification or PGCE /B.Ed in English, MFL or Primary Ed. A degree is preferred Teaching experience is desirable but not essential for positions involving teaching 15 and 21 hours per week Teaching experience is essential for positions involving teaching 30 hours per week Experience of working with the age group applied for is preferred If the position includes activities and/or excursions, an interest in sports, arts and crafts or cultural activities is preferred For residential positions on the Sir Edward course, experience of working on a residential course is desirable 	<p>All positions:</p> <ul style="list-style-type: none"> Teach English 15, 21 or 30 hours per week Lesson planning Administration e.g. registers & academic reports on students Pastoral care <p>Some positions:</p> <ul style="list-style-type: none"> Supervise & lead activities Supervise students on excursions <p>Residential positions Sir Edward only:</p> <ul style="list-style-type: none"> Some boarding duties

SUMMER CAMP	POSITION	HOURS	SALARY RANGE PER WEEK Depends on teaching experience and qualifications
RESIDENTIAL Sir Edward	Teaching, activities and boarding duties	15 hours of teaching 25 hours of supervision one full day off each week	£500 basic + £60.35 holiday pay = £560.35 per week including full board
NON-RESIDENTIAL	Teaching only Sir Edward Sir Michael Sir Christopher	15 hours of teaching no further supervision two full days off per week	£320-£350 basic + £38.62-£42.45 hol. pay = £358.62-£392.45 per week
	Teaching only Sir Laurence	21 hours of teaching no further supervision two full days off per week	£445-£490 basic +£38.62 - £59.14 hol. pay = £488.62 - £549.14 per wk
	Teaching only Sir Edward Sir Laurence Sir Michael Sir Christopher	30 hours of teaching, no further supervision, two full days off per week	£600-£640 basic +£72.42-£77.25 holiday pay = £672.42-£717.25
	Teaching + activities Sir Edward Sir Michael Sir Christopher	15 hours of teaching, 20 hours of supervision, one full day off each week	Teaching pay + £235 + £28.36 hol. pay per week
	Teaching + activities Sir Laurence	21 hours of teaching 12 hours of supervision one full day off each week	Teaching pay + £145 +£65.18 hol. pay per week
Qualifications	All camps	PGCE in English/MFL +£20 pw	DELTA, MA TESOL + £30 pw

FURTHER INFORMATION

STUDENT 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. Some students come in groups with a group leader, who may be the agent, a teacher or a student doing vacation work. However, many students 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.

LESSON MATERIALS

The courses follow lessons at each level designed by the school and provided to teachers. There is room for teachers to adapt the lessons within the topics. Published photocopiable materials are also provided.

TEACHING TIMETABLE AT SIR MICHAEL AND SIR CHRISTOPHER

The number of students and therefore classes can vary from week to week and so it is possible that a teacher could teach 15 hours one week and 30 hours another week. When a teacher teaches 30 hours a week, we endeavour to match the morning class levels to those in the afternoon so that the same lessons can be repeated.

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 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.

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.

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.

RESIDENTIAL STAFF ROTA

Residential staff are given their rota for the coming week, each week. Precise scheduling is difficult as activities, excursions and residential duties can take less or more time than expected. Staff hours on the rota will often be below those in the contract. We are looking for staff who are flexible.

APPLYING TO WORK AT STUDIO CAMBRIDGE

APPLICATIONS

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

richard.elstub@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. Recruitment for teaching positions will begin in February 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.

Studio Cambridge
6 Salisbury Villas
Station Road
Cambridge
CB1 2JF

www.studiocambridge.co.uk