

☑ **Quick Checklist**

- ❑ Do you have experience of, and an interest in working with *children and teenagers*?
- ❑ Are you willing to work in a *residential context*?
- ❑ Are you interested in *language and other cultures*?
- ❑ Do you have a *degree level qualification* ?
- ❑ Are you a student working towards a *degree level qualification*?
- ❑ Are you *CELTA / DELTA* (or equiv.) qualified?
- ❑ Do you have *teaching* experience?
- ❑ Do you have *Young Learner specific* experience?
- ❑ Can you offer Specialist qualifications – such as *Sports Coaching, Art, Music, Drama, Lifesaving, First Aid, and Driving*?
- ❑ Do you have good *team working* skills?
- ❑ Can you offer *IT skills*?
- ❑ Do you have *admin* experience?
- ❑ Do you have *management* experience?
- ❑ Are you eager to **do something different this summer?**

Read on to find out if this could be **the summer job for you.**

☑ **To apply**

Send your completed CAE application form to **Yvonne Chapman**

E: yvonne@cambridgeacademy.co.uk

T: +441223 277230 **F:** +441223 277606

CAE is committed to safeguarding and promoting the welfare of children and young people. CAE expects all staff and volunteers to share this commitment. We do not appoint without interview and require a minimum of two references. Enhanced CRB or Police checks will be requested. We ask all staff to comply with our Code of Practice and to work towards a positive summer experience for staff and students alike.

Please contact us if you wish to discuss the opportunities in more detail.

We look forward to welcoming you to one of our **CAE summer teams** – at **Moreton Hall, Old Buckenham Hall, Princess Helena College** – or at **CAE in Girton.**

Jobs at CAE



Cambridge **CAE**
Academy of English

www.cambridgeacademy.co.uk

Thank you for your interest in summer opportunities with The **Cambridge Academy of English (CAE)**.

CAE is not part of a large chain and we take pride in our friendly, personal and professional approach to teaching and learning. In addition to our year round activity catering for Adults and groups of teenagers *, we operate **residential summer courses** for international children and teenagers aged **9 to 16 years**.

These courses offer a personal integrated programme of language classes, afternoon activities, evening entertainment and visits, tailored to the needs of the different age groups. All courses have **fixed start dates**. Class sizes are limited to **12 students**. We do not accept group bookings. Our **nationality quotas**, and an **excellent 1: 6 overall staff: student ratio**, ensure a positive English experience for staff and students.

Non-Residential Summer Positions*

- ✓ *CAE Girton, Cambridge*
Friday **15 June** to Sunday **18 August 2012**
Homestay courses for Teenagers (and Adults)

Select Non-residential EFL teaching and Social Activity summer positions are available at our year round Cambridge school. If this is your preference, please indicate so clearly on your application form. Specific information is available on request.

Residential Positions

Dates and Locations

- ✓ *Moreton Hall School (MH) Bury St Edmunds, Suffolk*
Friday **06 July** to Sunday **05 August 2012**
48 children aged **nine to thirteen**
- ✓ *Old Buckenham Hall (OBH) Brettenham, Suffolk*
Friday **13 July** to Sunday **12 August 2012**
60 teenagers aged **twelve to fifteen**
- ✓ *Princess Helena College(PHC) Hitchin, Hertfordshire*
Friday **06 July** to Sunday **05 August 2012**
96 teenagers aged **fourteen to sixteen**

Benefits

CAE offers competitive salaries and terms of employment.

- ✓ *Social Activity Staff, House Parents, EFL Teachers:* from **£280 to £390 per week (basic salary)*****
- ✓ *Senior Staff* positions: from **£430 to £650 per week**

*** Salaries are dependent on qualifications and experience. Salaries are further enhanced by a generous holiday entitlement. Salaries include full board and lodging for the contract period.

** Dates listed are Staff dates.

All staff

- ✓ are **residential** and contribute to the academic, social and pastoral wellbeing of the students.
- ✓ are involved with **excursions and airport transfers**.
- ✓ are accommodated in **single rooms** in boarding houses, assist with pastoral duties and are expected to contribute the spirit of their house.
- ✓ attend an **Induction programme** and contribute to **staff development and feedback** systems.
- ✓ work closely within a **team**
- ✓ have an **area of special responsibility** - defined by experience, interest and the needs of the course.
- ✓ **work a 6-day working week** and are entitled to a **24 hour** period of leave per week.
- ✓ All CAE staff act **in loco parentis**, and are expected to display an enthusiastic professional, mature and responsible attitude to working with children.

In brief, EFL Teachers

- ✓ deliver the **academic programme**
- ✓ plan, prepare and **teach up to 20 hours** per week.
- ✓ are expected to **plan motivating, appropriate lessons** closely linked to the out of class and excursion programme using a variety of appropriate resources.
- ✓ participate in **afternoon and evening activities** and accompany students on **excursions**

Social Activity Teachers

- ✓ deliver the **afternoon and evening programme**
- ✓ plan, prepare and supervise afternoon and evening activities.
- ✓ organise evening and weekend excursions
- ✓ take an active role on excursions, especially concerning supervision and liaising closely with all other staff.
- ✓ may teach up to 10 hours per week as required, depending on relevant qualifications

Assistants

- ✓ provide administrative support to the House Parents and Senior Staff team as necessary
- ✓ are responsible for the course notice boards and display areas and for maintaining the tidiness of shared areas.
- ✓ play an active role on the Social Activities team
- ✓ may offer specialist skills: Lifesaving; sports coaching or others

House Parents

- ✓ are responsible for the pastoral welfare of the students
- ✓ assist the CD with the checking of all rooms and inventories and are responsible for the set up/ close down of the house at the start and end of the course.
- ✓ set up and manage procedures for pocket money, room allocations, keys, security, laundry, house meetings
- ✓ keep accurate student records
- ✓ foster a spirit of wellbeing
- ✓ ensure a system of effective house supervision & discipline.
- ✓ plan, prepare and supervise afternoon/ evening activities.
- ✓ take an active role on excursions

The Senior Staff team

Course Directors (CD) lead the Senior Staff teams responsible for student and staff welfare and the effective delivery of the CAE residential summer courses
Senior Staff positions are management positions requiring the motivation and skills of mature, organised, practical and flexible team players. Senior Staff build and maintain a positive, happy, hard-working atmosphere on site.

Relevant EFL experience working with children and teenagers, leadership skills and IT competency are essential.

The Director of Student Services (DSS)

- ✓ co-ordinates the student transfers
- ✓ is responsible for the afternoon and evening social programme of activities and entertainment
- ✓ works with the DoS to plan and deliver the excursion programme
- ✓ manages the Social Activities team
- ✓ is responsible for student and staff welfare and discipline
- ✓ acts as co- deputy for CD as required

The Director of Studies (DOS)

- ✓ is responsible for the academic programme
- ✓ works with the DSS to plan and deliver an effective excursion programme
- ✓ organises the induction and placement of the students
- ✓ teaches up to 15 hours per week as required
- ✓ manages the EFL teaching team
- ✓ is responsible for student and staff welfare and discipline
- ✓ acts as co-deputy for CD as required

The Course Director (CD)

- ✓ is ultimately responsible for all aspects of staff and student welfare and discipline
- ✓ ensures that the course is delivered to the standards CAE expects.
- ✓ manages and deploys staff and inspires a high degree of professionalism
- ✓ liaises closely with the Senior Staff team and with the Director of Young Learner Programmes
- ✓ provides induction training and ongoing support for all staff members
- ✓ manages Course accounts and takes responsibility for the course budget
- ✓ manages student pocket money accounts together with the House Parents
- ✓ acts as first point of contact with Host School representatives
- ✓ maintains the reputation of CAE through direct contact with parents and agents as required.

The CAE year-round team

Members of the CAE team maintain daily contact with the summer centres. They visit regularly and are available for support, advice, ongoing training and quality assurance.