

Information for those wishing to apply for
Non-Residential Social Activity Positions

at the *Cambridge Academy of English*

www.cambridgeacademy.co.uk

Cambridge **CAE**
Academy of English

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CAE is not part of a large chain and we take pride in our friendly, personal and professional approach to teaching and learning.

We offer year-round courses catering for **General** and **Academic English**, **English for Law**, **English for Business** and **English for Professionals**. In addition, CAE runs **Teenage Homestay** group courses at various times of year, and **homestay** and **residential courses** for **young learners** in the summer months.

CAE Young Learner courses offer an integrated programme of academic input, social activities and excursions.

Positions	Social Activities Assistants for seasonal Teenage Homestay Courses (48 international teenagers, aged 14 – 16 years) Nine week full time contracts between 16th June and 19th August 2017 (For further details of residential summer job opportunities, please see the separate <i>Summer Jobs at CAE</i> Information Sheet)
Essential criteria	Experience working with young people, highly organised, a team player, reliable and trustworthy Native English speaker, or can demonstrate native speaker competency
Desirable criteria	Experience teaching or leading international student groups, Full clean driving licence, First aid qualified, sporting aptitude, outgoing and enthusiastic, Flexible and adaptable with working hours, Can demonstrate local Cambridge knowledge, and familiarity with all main London airports
Duties	Plan, prepare and lead weekend airport transfers: welcoming multiple new students and ensuring safe and well-organised transfers from all London airports to CAE Girton and on to the student homestay address Organise, deliver and supervise afternoon and evening activities and weekend excursions Take an active role during activities, transfers and excursions: student supervision and staff liaison Ensure that risk assessments and health and safety best practice procedures are in place at all times Keep accurate attendance registers, activity records and incident report forms Take responsibility for maintaining the orderliness of CAE facilities after use Attend regular meetings with other CAE staff
Benefits	Hourly rate of approx. £6.94 - £8.32 per hour depending on qualifications and experience. This includes holiday pay. Average 40 hours per week. Subsidised CAE lunches and daily expenses for airport transfers and excursions also provided.
To apply	Contact CAE Social Activities or Yvonne Chapman - email: cae@cambridgeacademy.co.uk or telephone: +44 (0)1223 277230

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, require proof of identity and qualifications and a minimum of two references. Referees will be asked specifically if there is any reason that an applicant should not be engaged in situations with responsibility for, or substantial access to, persons under 18. Enhanced DBS or Police checks will be requested.

Applicants must have the right to work in the UK. We ask all staff to comply with our Code of Practice.