

Information for those wishing to apply for
Non-Residential Teaching work
 at the *Cambridge Academy of English*
www.cambridgeacademy.co.uk

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, and **homestay** and **residential summer courses** for young learners **in the summer**.

Positions	Year-round EFL teachers for adults (16+) on our Professional, Academic English, English for Law/Business and General English Courses	Teachers for seasonal Teenage Homestay Courses , Especially January, June, July, August (For details of summer only job opportunities, please see the separate <i>Summer Jobs at CAE</i> Information Sheet)
Qualifications	Teachers must have the minimum of a CELTA, Trinity CTESOL or equivalent, plus a minimum of one year's experience of teaching adults and/or young adults	Teachers must have a CELTA, Trinity CTESOL or PGCE TESOL, plus a minimum of one year's experience of teaching teenagers
Duties	Plan, prepare and teach classes for an average of 21 hours per week Provide the students with motivating and enjoyable lessons using appropriate materials and a variety of resources Adapt materials to suit the specific needs of each class Issue homework daily and provide students with feedback Encourage learner independence Conduct regular fortnightly tutorials with each student, setting work for the rest of the class	Plan, prepare and teach classes for an average of 21 hours per week Provide the students with motivating and enjoyable lessons using appropriate materials and a variety of resources Adapt materials to suit the specific needs of each class Issue regular homework and provide students with feedback Encourage learner independence
Benefits	Hourly rate of approx. £19 - £22 per hour depending on qualifications and experience. This includes holiday pay. Subsidised CAE lunches.	
To apply	Contact Sheila Levy: 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 and 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. All information submitted as part of the application process will be handled in accordance with the CAE Privacy Policy available on our website