

## Summer Jobs at CAE

Thank you for your interest in summer opportunities with The **Cambridge Academy of English (CAE)**. CAE is an independent accredited language school. We are 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 and homestay summer courses** for international children and teenagers aged **9 to 17 years**. These courses offer a personal integrated programme of language classes, afternoon activities, evening entertainment and visits, and are tailored to the needs of the different age groups.

We employ summer staff for a number of different roles – **EFL teachers; activity leaders; lifeguards and senior staff**. Most summer positions are residential, with some **non-residential EFL teaching and activity assistant summer** positions available at our year-round Cambridge school.

All courses have **fixed start dates**. Class size is limited to **12 students**. We don't accept group bookings in summer. Our **nationality quotas**, and an **excellent 1: 6 overall staff: student ratio**, ensure a safe and enjoyable English teaching and learning experience for staff and students.



CAE is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We do not appoint without interview, require proof of id and sight of qualifications and a minimum of two references. Enhanced DBS 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. Information submitted during the application process will be handled in line with the CAE Privacy Policy available on the website.

## Non-Residential Summer Positions

A **limited number** of **non-residential EFL teaching and Social Activity summer** positions are available at our year-round Cambridge school. Indicate this preference **clearly**.

### Staff dates, Location and Benefits

- **CAE Teenage Homestay** : Girton, Cambridge  
Friday **21 June** to Saturday **03 August 2019**  
**Homestay courses** for up to **36 teenagers**  
recommended for teens **age 14 to 16**

CAE offers competitive **salaries and terms of employment**.

- **Social Activity Staff: £290 to £320** (40 hour av. per week)
- **EFL teachers: £400 to £460** (21 contact hours per week)

Salaries are dependent on **qualifications and experience**.

All non-residential staff are paid at an hourly rate (which **includes holiday pay**). Staff report directly to the year-round CAE team.

## Residential Summer Positions

### Staff dates, Locations and Benefits

- **Moreton Hall School (MH)**: Bury St Edmunds, Suffolk  
Friday **05 July** to Sunday **04 August 2019**  
up to **48 children**, recommended for children **age 9 to 13**
- **Old Buckenham Hall (OBH)**: Brettenham, Suffolk  
Friday **12 July** to Sunday **11 August 2019**  
up to **72 teenagers**, recommended for children **age 12 to 15**
- **Princess Helena College (PHC)**: Hitchin, Hertfordshire  
Friday **05 July** to Sunday **04 August 2019**  
up to **96 teenagers**, recommended for teens **age 14 to 17**
- **Residential Group courses** Suffolk, July, August

CAE offers competitive **salaries and terms of employment**.

- **Activity Staff, House Parents: £330 to £440** per week
- **Residential EFL Teachers: £380 to £480** per week
- **Senior Staff positions: £490 to £750** per week

Salaries reflect **qualifications and experience**. Salaries (as above) include holiday entitlement (6 wks p/a. pro rata). Residential salaries also include **full board & lodging** for the contract period.

## ☑ Quick Checklist

The CAE summer team includes a number of different roles – and we are looking for staff from a range of different backgrounds with different strengths and interests, experience and qualifications.

Use the quick checklist to see if CAE has a post **right for you** -

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

If **yes** to any, or some of the above, **turn over** for more information and **get in touch**.

☑ **To apply**, send your completed application form to

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Please contact us if you wish to discuss the opportunities in more detail. We look forward to welcoming you to the **CAE summer teams at Moreton Hall, Old Buckenham Hall, Princess Helena College** – or at CAE in **Girton, Cambridge**.



## Summer Jobs at CAE

CAE offers the opportunity to extend and develop your portfolio of skills within a supportive, hard-working and professional environment. All staff are expected to share our commitment to safeguarding and continuing best practice.

### Non-Residential Summer Positions

#### EFL Teachers (non-residential)

- ✓ deliver the academic programme
- ✓ plan, prepare and **teach up to 21 hours** per week
- ✓ are expected to **plan motivating, appropriate** lessons closely linked to the activity and excursion programme using a variety of resources relevant to the age group
- ✓ work as a team, attend INSET and staff meetings

#### Social Activity Assistants (non-residential)

- ✓ deliver the **afternoon and evening programme**
- ✓ run well-organised and safe airport **transfers**;
- ✓ plan, prepare, supervise afternoon and evening activities and evening and weekend **excursions**
- ✓ take an active role on the programme especially concerning supervision, and liaising closely with other staff
- ✓ can expect to work **35 to 45 hours** per week (hourly paid)

### Residential Summer Positions

#### ALL residential course staff

- ✓ live at the centre 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 to 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 have a **professional duty of care** and are expected to display an enthusiastic professional, mature and responsible attitude to working with children.

### Residential positions (cont ...)

#### 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, 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, (and depending on relevant qualifications)

#### 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 well-being
- ✓ ensure a system of effective house supervision & discipline.
- ✓ **plan, prepare and supervise afternoon/ evening activities.**
- ✓ take an active role on excursions

#### Activity Assistants

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

**Full job descriptions for all positions are available on request.**

### The residential 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 DOS to plan and deliver successful excursions
- ✓ 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 DSS to plan and deliver effective excursions
- ✓ 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 delivery meets CAE standards
- ✓ manages and deploys staff and inspires a high degree of professionalism
- ✓ liaises closely with Senior Staff team and with DYL
- ✓ provides induction training and on-going support for all staff
- ✓ is responsible for managing the local course budget
- ✓ is responsible for student pocket money accounts (with HPs)
- ✓ is 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 year-round team maintain daily contact with all four summer centres. They visit regularly and are available for support, advice, on-going training and quality assurance.