



Non-Teaching Jobs Summer 2022

SELECT ENGLISH

Select English is a British Council accredited school based in Cambridge. Throughout the year we offer English language courses in Cambridge and during the summer run a range of courses for students from all over the world from age 10 to adults.

Select English are one of the few independently owned languages schools left in Cambridge and pride ourselves in the friendly, welcoming atmosphere that we create for students, teachers and group leaders.

OUR SUMMER CAMPS

We run summer camps in Cambridge and in a boarding school outside Bury St Edmunds. One of our camps is for students aged 10-13. The majority are for teenagers and young adults. The courses offer a combination of English language classes, social and cultural activities and excursions. Select English have been running summer courses for over 25 years and have a great reputation for providing a quality experience for students. All roles on summer courses involve looking after our students in one way or another and making sure that students have the great experience they are expecting from us.

THE SUMMER COURSES

Course name	Job type	Age range	Course dates	Location
Culford Young Learners	Residential	10-13	03 – 30 July	Culford School, Bury St Edmunds
Culford Teens	Residential	13-16	03 – 30 July	Culford School, Bury St Edmunds
Cambridge Juniors	Non-Residential*	13-17	03 July – 13 August	Station Road, Cambridge
English 'Plus' courses	Non-Residential*	13-17	03 July – 13 August	Station Road, Cambridge
Magdalene College	Residential	16-25	03 – 30 July	Magdalene College, Cambridge
Cambridge Adults	Non-Residential	16+	03 July – 13 August	Hills Road, Cambridge

**Accommodation can be arranged for staff working on these courses*

SUMMER JOBS

Summer jobs are available in residential and non-residential positions, in and around Cambridge. We are recruiting for the following roles:

Non-residential teachers	For jobs based in Cambridge. Teaching 20 hours per week with the option of also taking on some additional work supervising students on activities and excursions
Residential teachers	Jobs based in Cambridge and in boarding schools outside of Cambridge. Roles included 15 to 20 hours teaching with some supervision duties
Social Organisers	Responsible for organising and running diverse programmes of sports, cultural and social activities
Activity Coordinators	Responsible for supervising students on activities and excursions
Course assistants	Providing administrative assistance to course directors.

WEEKLY SALARY – NON-TEACHING

Course	Type	Role	Salary
Culford	Residential	Social Organiser	£493.11 (£440 + £53.11 holiday pay)
Culford	Residential	Course Assistant	£493.11 (£440 + £53.11 holiday pay)
Cambridge Juniors	Non residential	Social Organiser	£515.52 (£460 + £55.52 holiday pay)
Cambridge Juniors	Non residential	Activities Coordinator	£411.86 (£367.50 + £44.36 holiday pay)
Cambridge Juniors	Non residential	Course Assistant	£462.85 (£413 + £49.85 holiday pay)

ADDITIONAL INFORMATION

Residential Positions

These positions include accommodation and meals (full board). Accommodation is usually in single rooms with shared shower and toilet facilities. All residential staff will be responsible for on-site students according to a rota.

Non-residential Positions

These positions don't include accommodation or meals. We can provide accommodation for teaching staff in Cambridge at a cost.

Teaching Schedule

Most teaching positions require 20 hours per week teaching. Classes are typically taught between 0930 and 1500 (with breaks).

Activity Schedule

The students have a range of activities and excursions in the afternoon, evening and on weekends. These can be sporting, social, arts and crafts or cultural activities and excursions to places like London. Afternoon activities usually run from 1500 to 1700. Evening activities are from 1930 to 2130.

Training

Training and preparation for **Social Organisers** begins one week before the start of the course. Training sessions include first aid, fire safety, safeguarding as well as a programme to prepare you in safely planning and running activities and excursion.

Training for Activities Coordinators lasts for 3 days. Training will be in first aid, safeguarding, health and safety and in procedures for running activities and excursions.

All training days are paid days.

Pay

Salaries are paid weekly, one week in arrears. All holiday pay accrued is paid with the final week's pay.

Contracts

Contracts are from 2 to 6 weeks, plus any training period.

APPLYING

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

jobs@selectenglish.co.uk

In your covering letter, please state which position you are applying for and the dates you are available to work.

Interviews

Interviews will take place in person at Select English, Cambridge or online via zoom.