

TEACHING ASSISTANT & ACTIVITY LEADER, SUMMER SCHOOL – PARTICULARS

Job title	Teaching Assistant & Activity Leader
Location	ABC Languages, The Cambridge Union Society, 9a Bridge Street, Cambridge, CB2 1UB
Reporting to	Academic Team Leader (ATL) & Operations Manager
Responsible for	N/A
Length of appointment	Fixed-term: 17 June – 23 August 2019, 10 weeks Or Fixed-term: 17 June – 9 August 2019, 8 weeks
Probation period	NIL
Salary	£375 per week inclusive of holiday pay Note: Induction week (17-21 June) paid at £290 inclusive of holiday pay
Hours of work	The normal hours of work for this position are from 08.30-16.00 on Mondays, 09.00-16.00 on Tuesdays and Fridays, and 09.00-17.15 on Wednesdays and Thursdays. A 30 minute break for lunch is included in the above hours. These hours will be your normal hours of work. Note: Induction week (17-21 June) 10.00-15.00, Monday-Friday. However, in accordance with the Working Time Regulations, you may on occasion be asked to work such additional hours in excess of your normal hours of work as are reasonably necessary for the proper performance of your duties and to meet the needs of the Company's business.
Annual leave	The annual holiday entitlement for a full time equivalent employee is 30 days in each holiday year which includes statutory and public holidays. Your rate of pay has been calculated to include holiday pay as accrued.
Pension eligibility	The Company offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt out at any time.

Purpose of Post

Working with our youngest learners (ages 5-10 years), Teaching Assistant & Activity Leaders report to the Academic Team Leader and Operations Manager and are responsible for assisting teachers with the effective delivery of lessons, while supporting and encouraging student participation. Maintaining standards and welfare and safety are also key elements within this role. Post-holders will be part of a team of activity leaders responsible for leading and animating an afternoon social activity programme, and for the safety of all participants. Post-holders will continue to innovate and explore opportunities within their role for an enhanced service with the aim of providing an excellent experience for students, staff and visitors.

Key Responsibilities

Cambridge International Summer School

- **Teaching Assistant (Early Learners)**

- To assist the teacher with the delivery of lessons.
- To facilitate and support children's participation in lessons
- To ensure standards of welfare and safety are maintained in the classroom.
- To assist students with personal needs, eg toilet visits, managing break- time snacks etc
- Monitor student attendance and punctuality
- Monitor student progress

- Keep a daily register of attendance to be submitted at the end of each week
- **Communications**
 - Attendance and participation at weekly meeting, flagging any urgent issues with the ATL, Operations Manager as required (Thursdays until 16.00-17.00).
 - Collaborate with other teachers to ensure syllabus is followed
 - If any problems/concerns are arising in lessons, report to the ISS Manager who will assist in handling or refer to ATL and Directors as necessary
 - Assist with student assessment and placement, as needed
- **Supervision and interaction**
 - Supervise all students proactively and safely, with reference to the risk assessments provided at induction
 - Resolve any discipline issues when out on activities, reporting to the Operations Manager where necessary
 - Prepare appropriate activities and games, where necessary, and animate all excursions and visits to ensure students are engaging and interacting throughout the session
 - Remain with students at all times until parents collect them from the designated meeting point
- **Activity Leading**
 - Liaising with the Senior Activity Leader to ensure the smooth running of all activities/excursions.
 - Ensuring the efficient, professional and safe operation of activities.
 - Adhering to the Company's safeguarding, welfare and supervision ratio policies and procedures.
 - Ensuring students are in the right place at the right time.
 - Taking an active lead in delivering each session.
 - Monitoring and checking student attendance on the activity programme – ensuring registers and sign-in/sign-out sheets are accurate and used at each session.
 - Reporting all incidents and accidents in accordance with training and Company procedures.
 - Attending First Aid, Prevent & Safeguarding training as necessary
- **General Information**
 - Assisting small classes of junior EFL students aged 5-10 years (grouped by age and CEFR level), in accordance with a syllabus. You will be responsible for planning and delivering lessons on a weekly basis.
 - Each Monday TAs will be expected to assist with welcoming new arrivals and supervising students.
 - Lessons run from 09.30-12.45 with a mid-morning supervised break.
 - Classes are integrated (i.e. no one dominant nationality) and new students join every Monday.
 - Supervision is required on a rota basis for break and lunch times.
 - TA/Activity Leaders will be required to lead the afternoon activity sessions, which run from 13.30-16.00 Monday- Friday (17.15 on Wednesdays)

Any offer of employment will be subject to:

- on date of commencement you are contractually free to join ABC Languages. Also that you are not subject to any contractual term that would be breached by you commencing work with us;
- receipt of two references in terms acceptable to the Company;
- a satisfactory enhanced Disclosure and Barring Service check;
- on or before the date you join us, you supplying us with the relevant documents proving your legal right to work in the United Kingdom;
- your undertaking and completing the Company's 'Prevent' training

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the Company.

Person Specification

	Essential	Desirable
Education/qualifications	<ul style="list-style-type: none"> • Educated to A-level. GCSE passes in Mathematics and English 	<ul style="list-style-type: none"> • A degree, diploma or equivalent in a relevant subject • Appropriate, valid First Aid certificate
Experience	<ul style="list-style-type: none"> • Previous experience in a similar role and/or working with young people • Relevant in-classroom experience • Experience of working within a team where there is a culture of continuous improvement 	<ul style="list-style-type: none"> • Experience of working in an activity leading role • Knowledge of fire, health and safety regulations • Experience of working in a child protection/safeguarding environment
Skills/Knowledge	<ul style="list-style-type: none"> • Excellent English-language skills • Excellent team-working skills • Well organised, methodical and thorough • Experience in multi-skilling and strong time management skills 	<ul style="list-style-type: none"> • Excellent IT skills; proficient in the use of Microsoft programmes • Ability to suggest and lead on extracurricular activities – e.g. drama, sports etc.
Personal attributes	<ul style="list-style-type: none"> • Outstanding communication skills • Excellent interpersonal skills • Ability to motivate others and build rapport within the classroom and with colleagues • Flexibility to adjust to change • Attention to detail 	

Application Process

To apply for this vacancy, please complete an application form online and include a covering letter outlining the reasons for applying for the role. This includes an Equality and Diversity form. These should be completed online abclanguages.com/apply. The closing date for applications is Friday 3 May at midday.

For additional information or an informal discussion about this post, please contact us by email office@abclanguages.com.

The Company

ABC Languages is based in the iconic Cambridge University Union Society building in the heart of the historic city centre.

ABC was set up in Cambridge in 1986, and is still owned and managed by the same family, with the same aim – to provide top-quality English-language teaching, putting the student, first.

Our programmes are flexible, students can choose the course that suits them, whether that's full-time, part-time, in a group, one-to-one..... taking an exam or just for fun. Our students study English for their work, to live in England, to go to University - even to travel - but they all have one thing in common: they're serious about wanting to improve their language.

Our small team is experienced, and teachers are well qualified, with a wide range of professional experience which enables them to provide specialist as well as general courses. Most importantly, they love what they do and work very hard to help students achieve their personal goals.

ABC Languages is accredited by [ABLS](#), a government-approved body which assures quality in the private language teaching sector, and compliance with the law and government immigration policy.

We're especially proud of our student welfare provision, which has been awarded Gold Status by TravelSafe International, which sets the benchmark for safe and secure educational travel.

ABC offers the following programmes and services:

- A wide range of general and specialist [English as a Foreign Language](#) programmes
- [Cambridge International Summer School](#) – adult, junior and family programmes
- [Group Study Holidays](#) for school and agency groups.

ABC Languages is a trading name of Group Study Holidays (GSH) Limited registered in England and Wales under No. 9660364. Group Study Holidays (GSH) Limited is the company providing this position.