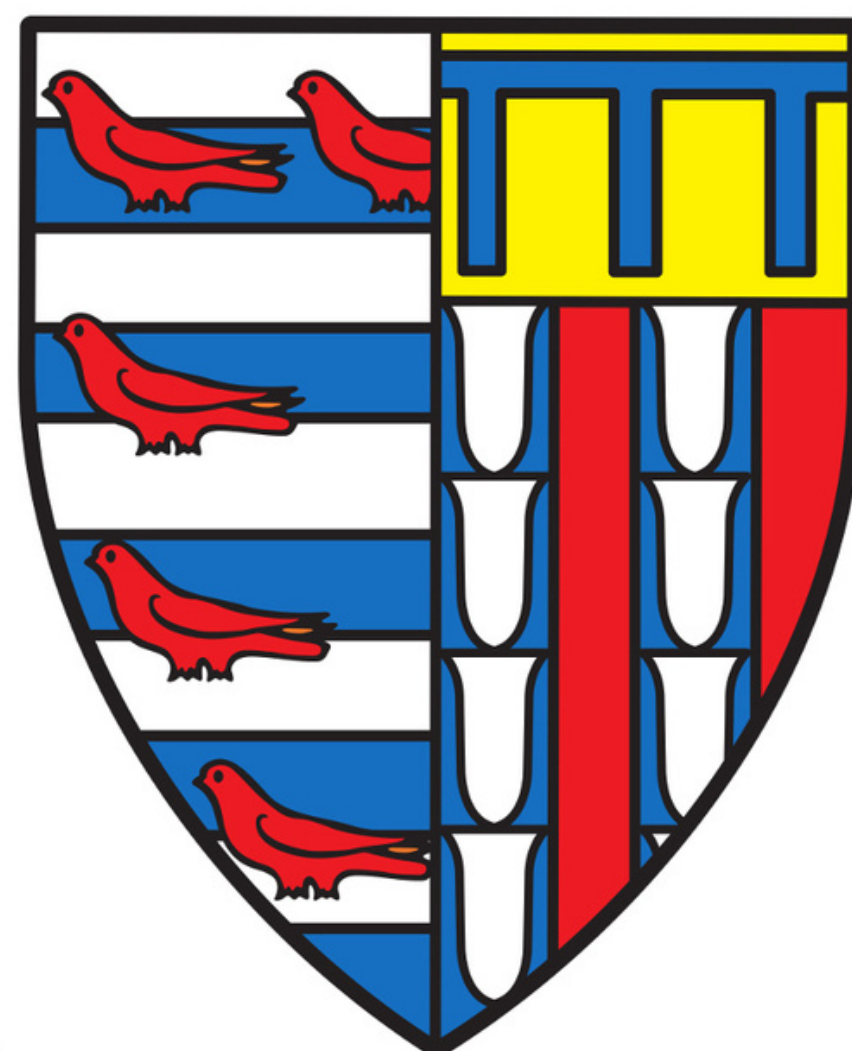


# PEMBROKE COLLEGE

INTERNATIONAL PROGRAMMES

LANGUAGE  
INSTRUCTOR  
(FIXED TERM)

VACANCIES:  
EASTER &  
SUMMER  
VACATIONS



NOVEMBER 2023

CAMBRIDGE



## THE DEPARTMENT

Pembroke College has been offering international students the exceptional opportunity to live and learn in Cambridge for over 40 years. The International Programmes Department (IP) is responsible for the design, production and implementation of a range of short-term educational vacation and semester programmes.

The Pembroke Cambridge Summer Programme offers students from

around the world the chance to enjoy outstanding teaching in a beautiful academic environment whilst the competitive Semester Programme offers academically outstanding students the opportunity to follow a degree course as a fully matriculated member of the University. Vacation programmes are also delivered to students from a number of Japanese partner universities offering instruction in English language alongside academic subjects.

## THE ROLES

Each Easter and summer vacation, Pembroke College has the pleasure of welcoming students from partner high schools and universities across Japan. They come here not only to pursue academic courses, but also to savour the exceptional experience of living and studying at the University of Cambridge.

Our language classes are designed to be engaging, with a strong focus on interaction, including pair and group work, to encourage active participation. They are built around the content areas of English, history and culture.

Students range in age from around 16 to 18 years old on the high school programmes to around 18 to 21 on our university programmes. Classes are typically limited to 12 students and are all conducted within the inspiring surroundings of Pembroke College.

The International Programmes Department currently has vacancies available for professional, dynamic, outgoing and resourceful fixed-term language teachers during the 2024 Easter and summer vacations. Many of our language instructors return year after year to help us deliver our programmes.

### **Nihon High Schools Easter Programme**

Employment dates: Friday 22nd March - Tuesday 2nd April

### **Kyushu University Summer Programme with Seikei University**

Employment dates: Wednesday 21st August - Monday 9th September

*Employment dates are inclusive. Teaching takes place on bank holidays including Good Friday and Easter Monday.*





## JOB DESCRIPTION

**Responsible to:** Director of International Programmes

**Location:** Pembroke College

### Qualifications/education:

- TEFL qualification (CELTA, TESOL etc) or PGCE (essential)
- First degree in relevant academic field (desirable)

### Skills:

- Highly developed interpersonal and communication skills
- Highly proficient speaker of English
- Familiarity with contemporary British culture
- Good IT skills are desirable
- Willingness to lead and participate in extracurricular activities

### Work Experience:

- A minimum of 1 year's relevant teaching experience (essential)
- Knowledge of British culture (essential) and Cambridge (desirable)
- Experience of Pembroke's International Programmes as an academic (desirable)

*This job description and person specification outlines the key accountabilities of, and output required from, the postholder as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.*

## SALARY & HOURS

### Salary:

- **£1,627.50** for Nihon High Schools Easter Programme (42 teaching hours)
- **£2,325.00** for Kyushu University Summer Programme with Seikei (60 teaching hours)

*Salaries include holiday pay. Tax will be deducted from this total as applicable.*

We also offer lunch on teaching days and accommodation for those residing outside Cambridge, subject to certain criteria.

### Working Hours:

Standard working hours are up to 36.5 hrs per week. Flexibility in your working hours is required in order to fulfil the tasks outlined in your job description. You may be required to work hours on any day of the week/weekend. In certain circumstances, it may be necessary to adjust or exceed your minimum working hours in order to meet the requirements of your job.





## MAIN DUTIES & RESPONSIBILITIES

- Creating language course outlines tailored to each individual programme and delivering these programmes of language teaching.
- Creating, compiling and producing high quality course materials, and amending these as required.
- Teaching students using instruction methods that are appropriate to the acquisition and development of foreign language skills.
- Setting, marking and producing student papers and / or examination scripts, grades and reports within the specified deadlines.
- Invigilating student examinations as required.
- Keeping a class register and reporting all absences and / or academic concerns to the Programme Manager.
- Caring for the pastoral needs of students as required, and reporting any concerns to the Programme Manager.
- Attending programme-related social functions, student presentations etc. as needed, and leading timetabled field trips and tours.
- Ensuring that suitable and sufficient risk assessments are in place and adhered to for any course-related activities, abiding by the information provided in the International Programme's Health and Safety handbooks.





# PERSON SPECIFICATION

## ESSENTIAL

### Qualifications/ academic achievements/ education

- TEFL qualification (CELTA, TESOL) or equivalent.

### Skills/knowledge/training

- Highly proficient speaker of English
- Highly developed communication and interpersonal skills
- Ability to work both in a team and independently
- Effective classroom management techniques and strategies

### Experience – type and depth of experience required to do the job

- Recent language teaching to a non-first-language speaker

### Personal attributes

- Personable
- Punctual
- Reliable
- Confident
- Patient
- Ability to enthuse others
- Willing to lead and participate in extracurricular activities
- Cultural sensitivity

### Special conditions

- Must be able to work at evenings and weekends as required
- It is expected that any annual leave taken will be at times convenient to the curriculum
- A Disclosure and Barring Service (DBS) check may be required depending on the age of the students

## DESIRABLE

### Qualifications/ academic achievements/ education

- Holder of a first degree or equivalent

### Skills/knowledge/training

- Familiarity with contemporary British culture
- Good IT skills
- Excellent time management skills
- Awareness of Health and Safety at Work
- Awareness of safeguarding

### Experience – type and depth of experience required to do the job

- At least three years of relevant teaching experience
- Experience of teaching to a range of abilities
- Experience of course development

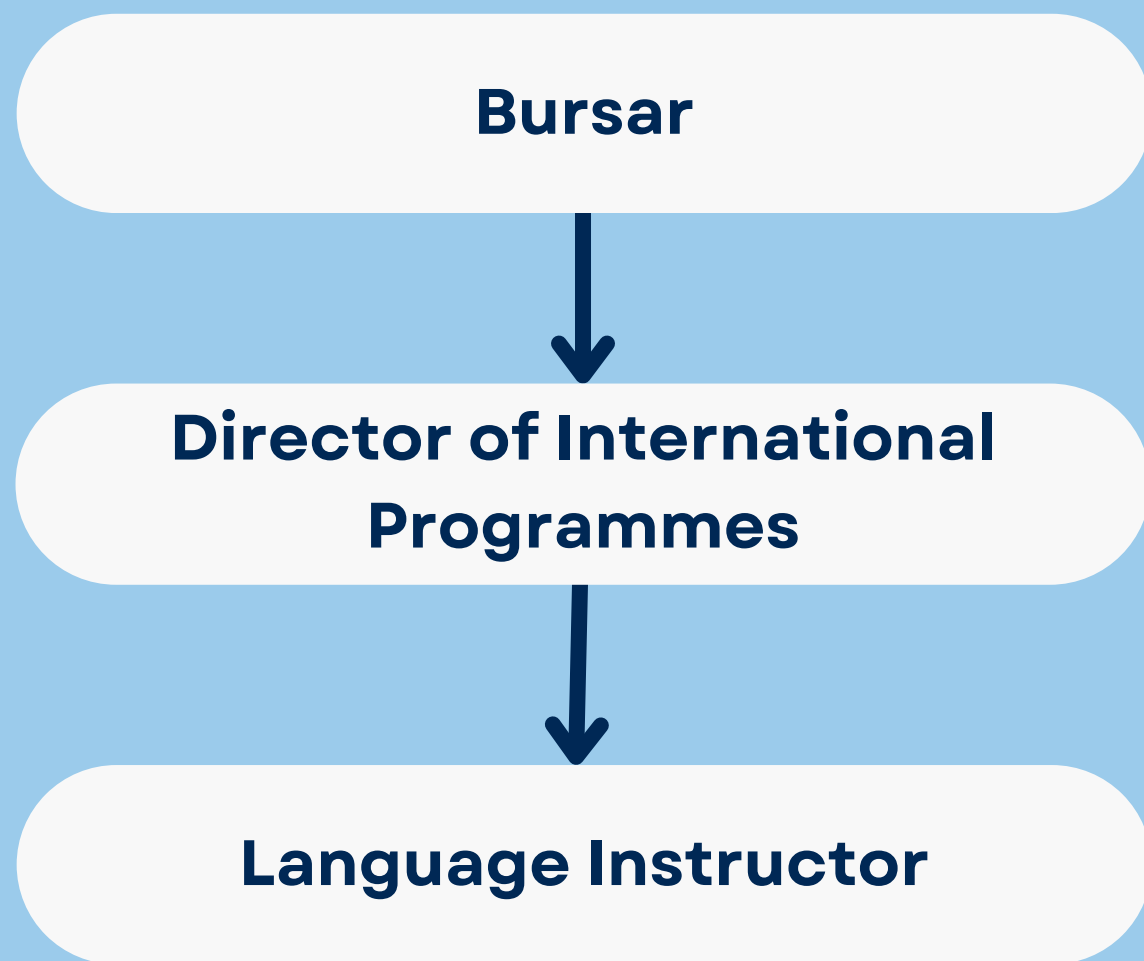
### Confidentiality

- Awareness of issues of confidentiality, GDPR and Data Protection
- Awareness of safeguarding issues





## ORGANISATION CHART



## ADDITIONAL INFORMATION

### Health and Safety:

Persons engaged in work for Pembroke College must adopt a responsible attitude towards health and safety and comply with any procedures as required by the College in order to ensure the health, safety, and welfare of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training required in relation to health and safety or which is identified as necessary in relation to their work.

The College operates a non-smoking policy; smoking is only permitted in the designated smoking areas.

### Safer Recruitment:

As part of our safer recruitment practices posts will be subject to the relevant compliance checks including an enhanced DBS check where this is appropriate.

### Equal Opportunities:

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, identity, sex, disability, religion/belief, sexual orientation or age.





## HOW TO APPLY

Please send a copy of your CV and a cover letter outlining your experience and explaining why you'd be suitable for the role to [ipemployment@pem.cam.ac.uk](mailto:ipemployment@pem.cam.ac.uk). We ask that you please also complete a [Rehabilitation of Offenders Form](#) (compulsory), and an [Equal Opportunities Form](#).

If you have any questions about the role, please do not hesitate to email us on [ipemployment@pem.cam.ac.uk](mailto:ipemployment@pem.cam.ac.uk).

**We look forward to hearing from you!**

We review applications on a rolling basis. We reserve the right to close applications once we have selected a sufficient number of suitable candidates.

Please see our [Privacy Statement](#) for more information on how we handle your data.

## IMPORTANT INFORMATION

### University Work Restrictions

The University has restrictions on students working. You should check the information below before making an application to make sure you are allowed to work, particularly if you are not an undergraduate:

[Working and studying](#)

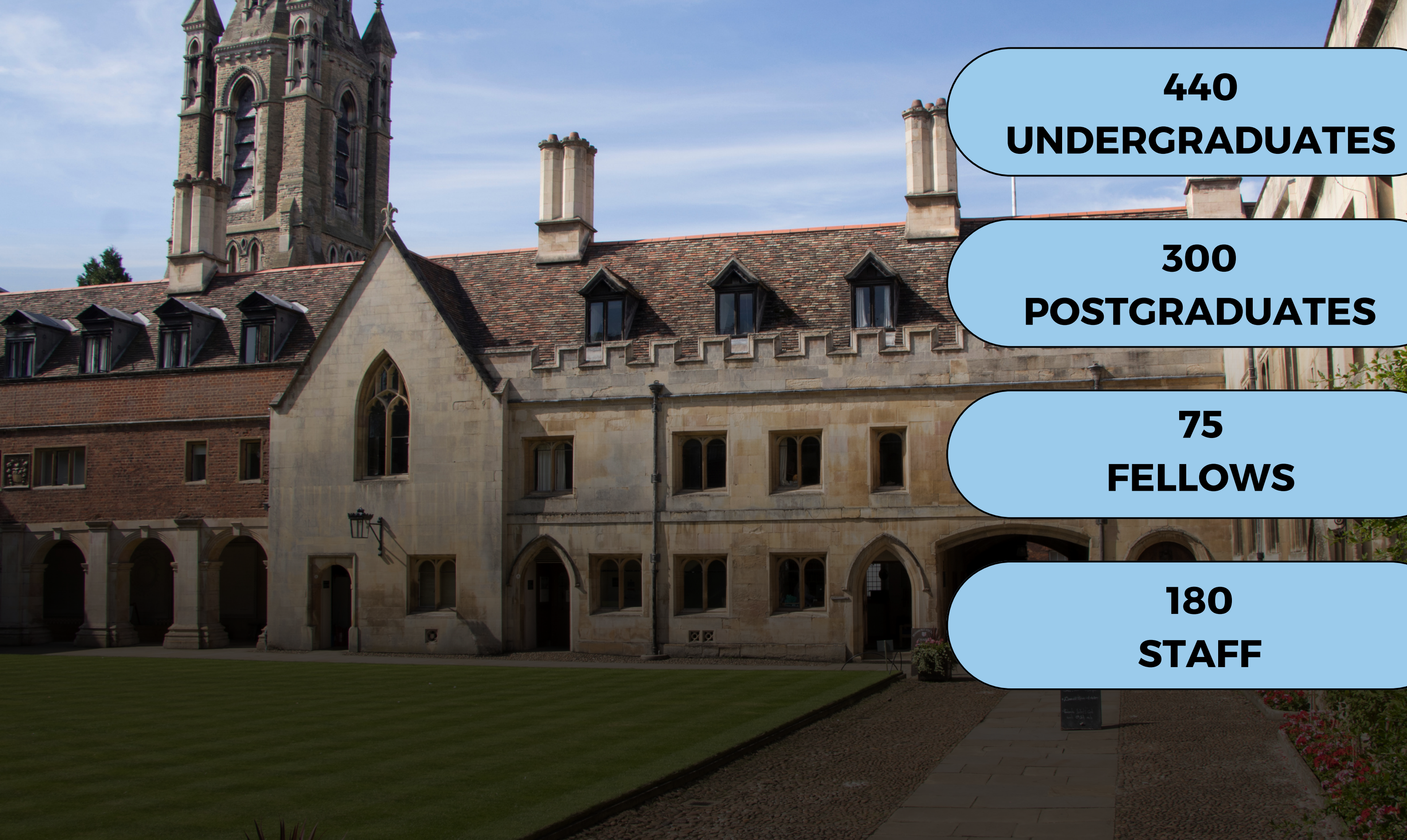
[Postgraduate students: working while you study](#)

### Right to Work Documentation

We are required to check you are legally entitled to work in the UK. Successful candidates will need to have provided appropriate right to work documentation (e.g. passport or share code and DOB) when requested (normally at the point of interview).







**440**  
**UNDERGRADUATES**

**300**  
**POSTGRADUATES**

**75**  
**FELLOWS**

**180**  
**STAFF**

## INTRODUCING PEMBROKE COLLEGE

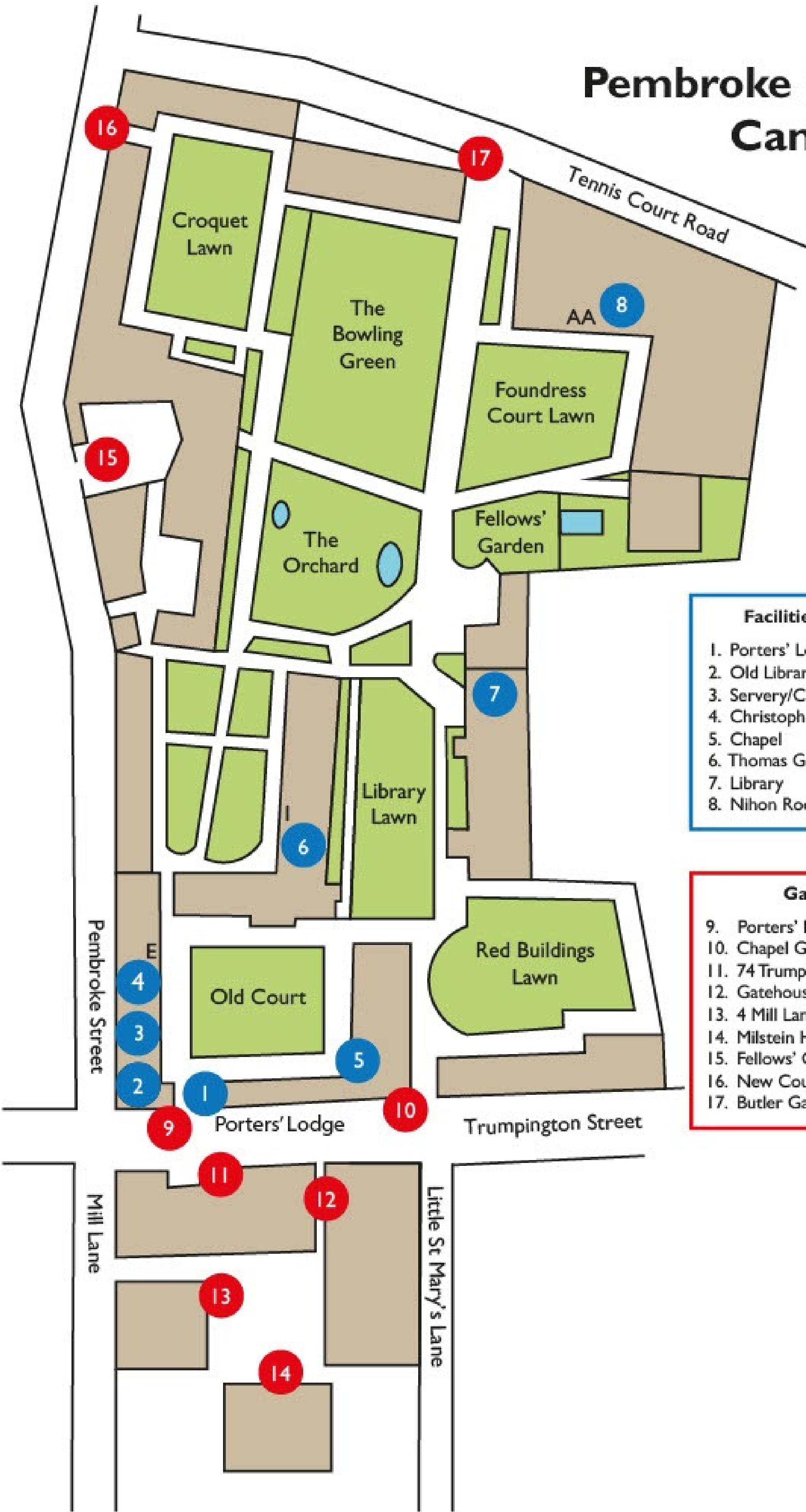
Pembroke College, founded in 1347 by Marie de St Pol, Countess of Pembroke, is proud of its traditions. The third oldest of the Cambridge colleges, it was the first to have its own Chapel, and in the stained glass windows there and in our Library is evidence of the way we make light of that history. Located in the heart of the University city, Pembroke presents a tranquil environment with varied architectural styles framing beautiful gardens and open courts.

The College today is an intimate yet diverse community, committed to welcoming students of exceptional talent regardless of their social, cultural or educational background, and giving them the benefit of contact with a large and distinguished Fellowship. Pembroke thrives on conversations, between generations and disciplines - between undergraduates, graduates and senior Members, between current students and our alumni, and between the academy and the wider world.





CB2 1RF



- Facilities and Function Rooms**
- 1. Porters' Lodge
  - 2. Old Library
  - 3. Servery/Canteen
  - 4. Christopher Smart Room (E staircase)
  - 5. Chapel
  - 6. Thomas Gray Room (I staircase)
  - 7. Library
  - 8. Nihon Room (AA staircase)

- Gates and Entrances**
- 9. Porters' Lodge Main Gate
  - 10. Chapel Gate (card access)
  - 11. 74 Trumpington St Entrance
  - 12. Gatehouse & Auditorium Entrance
  - 13. 4 Mill Lane Entrance
  - 14. Milstein House Entrance
  - 15. Fellows' Car Park Entrance
  - 16. New Court Arch Gate (card access)
  - 17. Butler Gate (card or Porter access)