



Job Title

Reach Cambridge Subject Coordinator

Reach Cambridge

Based in Cambridge, Reach Cambridge (est. 2004) specialises in offering a range of short residential academic programmes for 14-18 year olds from all over the world.

More information about Reach Cambridge can be found at www.reachcambridge.com

During our academic summer schools, students choose one subject course to study throughout the duration of their time with us.

Main purpose and scope of the job

The subject coordinator role involves the design, preparation and ongoing management of a subject course. The role also involves teaching students on the course, with a particular focus on the coordinator's relevant field of expertise.

Support will be given by the Director of Curriculum throughout the term of their agreement. There will also be teaching training sessions scheduled before the summer and weekly teacher meetings during the summer.

Position in organization

Reports to: Director of Curriculum (DoC)

Responsible for: Organisation, preparation, management and teaching international high school students aged between 13-19 years old (for duration of class time)

Duties and key responsibilities

Before the start of the program:

- Designing an overall subject course schedule and syllabus in line with the guidance provided by the DoC
- Assisting with recruitment of teachers and guest lecturers for the subject course
- Delivering detailed course teaching schedule and contingency plans
- Delivering session outlines and detailed session plans provided by all course teachers
- Assisting with design of diagnostic test for students (if required)
- Planning and preparing a budget proposal for the course

Visit us today at www.reachcambridge.com

Officially accredited by:

E-mail: info@reachcambridge.com

International Telephone: +44 8708 031 732

Registered Address: 23 King Street, Cambridge, CB1 1AH, England

Reach Cambridge Ltd. is registered in England and Wales.

Company No: 05155407



During the program

- Overall management of the subject course to ensure the smooth running of the classes on a day-to-day basis.
- Supervising teachers during classes by conducting class observations and providing instant feedback for teachers (minimum of one observation per teacher per program).
- Teaching at least 20 hours of classes on an academic residential course.
- Organising and supervising educational excursions and activities as appropriate to the course.
- Monitoring the behaviour and welfare of all students on the subject course during class times and communicating any issues to senior management.
- Overseeing all students on a daily basis during class times as part of a larger team.
- Assisting with the pastoral care of the students, which may involve dealing with any medical emergencies or issues, and keeping the necessary staff and forms up to date.
- Being updated and aware of important policies including safeguarding.
- Supporting the smooth and successful running of the summer programmes at all times during their employment.

Dates & Hours

The course dates are:

- 30th June – 13th July weekdays, 9am-1pm (Program 1)
- 14th July – 27th July weekdays, 9am-1pm (Program 2)
- 28th July – 10th August weekdays, 9am-1pm (Program 3)

Students can also join us for 4 weeks and combine either programs 1&2 or 2&3

Remuneration and benefits

Program 1: £1100

Program 2: £1100

Program 3: £1100

Returning teachers receive a one-off additional bonus of £150.

Any teaching hours additional to the required 20 hours have to be approved by the DoC and can be remunerated at a rate of £30/h.

Returning teachers can secure free accommodation for the duration of the program (subject to availability).

Upon agreement, travel expenses of up to £70 per program can be reimbursed.

Weekly Teacher Lunches will be provided during the program.

Location

The classrooms will be in central Cambridge.