

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 organisation

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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

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).

Visit us at www.reachcambridge.com

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Reach Cambridge Ltd. is registered in England and Wales
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Officially accredited by



- 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 and hours

The course dates are:

Summer 2020

- 28th June – 11th July (Program 1)
- 12th July – 25th July (Program 2)
- 26th July – 8th August (Program 3)

Students can join us for 1 or 2 weeks in the spring and can combine programs in the summer to join us for either 2 or 4 weeks.

Remuneration and benefits

Program 1: £1200

Program 2: £1200

Program 3: £1200

Any teaching hours additional to the required 20 hours have to be approved by the DoC and can be remunerated at a rate of £35/h.

Returning coordinators are eligible to receive a one-off additional bonus.

A Weekly Teacher Lunch will be provided during our summer programs. There will also be possibilities for partial travel expense reimbursement.

Each subject class has an assigned budget of £50 per students for classroom materials, experiments, trips, etc. Coordinators are encouraged to use this budget upon prior agreement with the DoC.

Location

Classrooms will be in central Cambridge.