



## General Information for Applicants Language and Activity Programmes Department

### Working Rotas

Our residential young learner centres operate 24 hours per day, seven days per week with an on-site ratio of staff to students of 1:6 at all times. As a general rule each day is divided into three: morning, afternoon, evening and all members of staff are on a rota system to cover two sessions each day.

### For our Students we provide

- a dynamic English learning experience
- an opportunity to develop personal skills, knowledge and interests
- a chance to try new sporting and leisure activities and develop a variety of skills
- a stimulating and secure environment for learning and for leisure activities
- a unique learning experience which fosters international understanding

### Of our staff we expect

- a responsible and professional attitude to education and the welfare of children
- a willingness to contribute to all aspects of a residential course
- a flexible and reliable approach to teamwork
- stamina and an ability to work well under pressure
- an eagerness to share expertise and learn from others

### Staffing structure

Each programme is led by a Senior Management team who are responsible for the on-site management and successful delivery of each course. All staff are expected to work closely as a team and are involved in teaching, welfare, sports and social activities, study tour supervision and airport transfers. Detailed job descriptions can be found on our website.

### Conditions of employment

- All staff are expected to adhere to the Code of Conduct.
- Contracts include a paid 2/3 day induction period prior to student arrival dates. The last full working day is the day after the course ends. Accommodation and all meals at the school are provided free of charge during the term of your contract.
- All staff are required to be residential and present on site overnight, except when on leave. All members of staff are entitled to 24 hours leave each week.
- Leave is allocated by the Centre Manager based on course requirements and most effective staff deployment. You are entitled to paid annual statutory holiday. Holidays must be taken in accordance with operational requirements and be approved by your line manager. If it is not permissible to take holiday during the assignment you will be paid in lieu of untaken holiday.
- All staff are responsible for the supervision of children in a residential environment and must be over 18 years of age.
- We do not appoint without an interview (telephone interviews are possible), and require a minimum of two references, one of which will be the current or latest employer, or university tutor.
- Please note that, in the event of a successful application, a CRB Disclosure will be requested.
- A copy of our policy on the recruitment of ex-offenders is available on request.

### Contact Details

<http://www.bell-worldwide.com/jobs/younglearners>

or contact Recruitment Manager, Bell International, Hillscross, Red Cross Lane, Cambridge. CB2 0QU  
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