



SHERBORNE



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INTERNATIONAL

JOB DESCRIPTION

Sherborne Summer aims to give each student a great experience and happy memories. The courses are for students aged 8 – 17 from several countries to develop their use of English. They get a taste of life at a British boarding school and as well as classes in English and drama, they have several other subjects such as history, science, maths and computing. Some students follow academic courses at IGCSE or A levels/IB Diploma. The course has a strong 'fun' element in a caring, friendly environment: the events and excursions supervisor is responsible for co-ordinating the evening activities for the students and for administering and attending our excursions which take place on Thursdays and Sundays. The Excursions Supervisor will work as part of the Welfare team to actively promote wellbeing and other welfare issues, including safeguarding, across the student community.

Sherborne School Recruitment and Selection Policy Statement

Sherborne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the DBS.

Job Title:	Excursions Supervisor (Summer School)
Contract	Temporary Contract for a maximum of 7 weeks from 2 July to 20 August 2025. Compulsory training sessions will take place over 3 days between Sunday 29 June and Tuesday 1 July 2025. Course weeks run Wednesday to Wednesday. Offers of employment are subject to the course being able to run and final student numbers.
Location:	Sherborne Newell Grange Campus and/or Sherborne Prep School Campus and/or Main Sherborne School Campus.
Line Manager:	The Excursions Supervisor is line managed by the Director of Short Courses but will work closely with all resident and non-resident house staff and may also take direction from the Compliance Operations Manager.
Remuneration:	Currently £13.60 per hour (<i>to be reviewed in April 2025</i>) on a typical shift pattern of approximately 42 hours per week. Hours worked until approximately the 20 th of the month will be paid in arrears on the last banking day of each month direct into a nominated UK bank account.

Lunch/dinner may be taken in the school dining room during working shifts (packed lunch will be provided whilst on excursions).

Holiday:

In view of the requirements of the course, holiday leave cannot be taken during this period of temporary employment.

The Excursions Supervisor is entitled to receive a pro-rata holiday entitlement of 5.6 weeks per annum which will be paid after the end of the contracted period.

Hours of Work:

Hours of work are likely to be:

Monday – Day Off

Tuesday – 9am – 3:30pm

Wednesday – Day Off

Thursday (half day excursion) – 9am – 8pm

Friday – 9am – 3:30pm

Saturday – 9am – 3:30pm

Sunday (full day excursion) – 8:30am – 8:30pm

Some flexibility may be required, on occasion, to meet the demands of the role (for example if an excursion returns late).

Probationary Period:

In accordance with School policy, offers of appointment are subject to a probationary period of up to six months.

All summer course contracts are subject to a one-week notice period by either side.

Medical Fitness:

Any offer of appointment is conditional upon a self-declaration of physical and mental fitness to carry out the responsibilities of the role.

DBS Disclosure (Police Check)/References:

As Sherborne School is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.

Post-holder's Responsibility:

You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Safeguarding (Child Protection) Policy. If you become aware of any actual or potential risks to the safety or welfare of children in the School or on the courses, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officer) or one of the Deputy DSLs.

OUTLINE OF THE COURSES

The work of the non-residential and residential staff is to look after the students whenever they are not in class.

The Excursions Supervisor is a member of the Pastoral Team. They make the welfare and well-being of the students their top priority in every aspect of their work. This includes compliance with health and safety requirements. Supervising and looking after the welfare of youngsters when they are in your care demands a high level of focus and responsibility.

CORE DUTIES

The Excursions Supervisor is required to perform the duties as listed below, and any other duty commensurate with the role and as directed by the Director of Short Courses:

- Deal with any student behavioural issues appropriately, calling in support from the relevant staff if required.
- Ensure the smooth and safe running of all excursions by:
 - attending all excursions/trips;
 - ensuring all excursions are suitably risk assessed and that staff and students understand what is expected of them at all times;
 - dealing with, recording or reporting issues and incidents appropriately;
 - co-ordinating schedules with coach company/catering team/house staff/venues as appropriate;
 - ensuring that packed lunches have been provided and delivered;
 - liaising with Matron to ensure travel buckets and medication have been factored in for all trips;
 - delegating authority and ensuring that support staff who attend trips are behaving appropriately;
 - On the morning of the trips ensure that all staff and students know their roles and board the correct coaches
 - being responsible for all registers.
- Provide a high level of supervision and care of students at all times.
- Interact with a variety of students, engaging in friendly conversation and encouraging them to use English, motivate students to participate and get involved in activities.
- Look out for, comfort and inform resident house staff about students who may feel homesick, sad or unwell, or who face other problems or difficulties.
- Help prepare for, and tidy up after, events and activities and look after any equipment involved.
- Ensure you and the students comply with any COVID-19 related protocols that might be in place and inform the appropriate staff of any breaches to guidelines.

Training Requirement for Excursions Supervisor – this list is not exhaustive, and the post holder may be required to undertake other training as required by the School

Training	When
There is a compulsory three-day induction (paid). Irrespective of the weeks worked, attendance on these days is required.	Sunday 29 June to Tuesday 1 July
Safeguarding (Child Protection)	During induction days
Prevent Training	Online module

School Trips for Organisers and Support Staff	Online module
Medication and Administration of Medicines	During induction days
GDPR in Education	Online module
Conflict Resolution	Online module
Health and Safety Essentials	Online module

PERSON SPECIFICATION:

Experience/Personal attributes	Essential	Desirable
A friendly and approachable manner	x	
Energy, enthusiasm and commitment to the role	x	
A quick thinker, able to work independently and remain calm under pressure	x	
A desire and interest in working with young people	x	
A willingness to work as part of a team, and be able to work proactively	x	
Confident speaking in front of groups and taking the lead in challenging situations	x	
Experience hosting or supporting excursions/off-site activities	x	
Experience leading or supporting events	x	
Experience of working with young people		x
A knowledge and understanding of differing cultural values and issues		x
Experience writing risk assessments, or working within a risk-managed environment		x
Valid first aid qualification		x
Other duties required by all School staff	Essential	Desirable
Commitment to safeguarding and promoting the welfare of children and young people	x	
Always observe health and safety procedures and safe working practices	x	
Adhere to the Staff Code of Conduct as a representative of the School and comply with all School policies and procedures	x	
To comply with the requirements of the General Data Protection Regulation. It is the responsibility of all staff to protect data and to take all reasonable steps to ensure data are kept securely	x	
Undertake any other duties as required by the Director of Short Courses or your line manager, which are commensurate with the level of your post, to meet the changing needs and demands of the School	x	

TERMS AND CONDITIONS

Non-Smoking Policy:

It is the policy of Sherborne School Group that all our workplaces are smoke free and all employees have a right to work in a smoke free environment. Smoking is prohibited in all areas of the School, both internal and external. This includes company vehicles. This policy applies to all employees, contractors and visitors. The use of e-cigarettes or similar is treated in the same way as real cigarettes and falls within this policy.

Pension:

The post-holder will be able to join the Pension Scheme on the first day of the month after completion of three months' service. Where eligible, the post-holder will be auto enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Director of HR (Bursary).

Method of Application

To apply, please either use the Quick Apply button on TES or, alternatively, complete the Sherborne Schools Group Application form and return it to hr@sherborne.org

In the event of any queries please contact: *Samantha Belgeonne, Compliance Operations Manager*
 Sherborne School, Abbey Road, Sherborne
 DT9 3LF
 Tel: 01935 814743
 Email: summer@sherborne.org

The School reserves the right to interview candidates as applications are received (preferably face-to-face and on mutually agreed dates and times). Vacancies will be withdrawn as roles are filled.