



SHERBORNE

JOB DESCRIPTION

Sherborne Spring Courses (Intensive English) aim to give students aged 10 to 17 a positive, memorable learning experience and support them in increasing their confidence and fluency in English. These high-quality and effective courses are organised and run by Sherborne International, part of Sherborne School.

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:	INTENSIVE ENGLISH TEACHER - SPRING COURSES
Contract:	Temporary Contract between 31 March and 11 April 2025, subject to student numbers: <ul style="list-style-type: none">- One-week contracts from 31 March to 4 April and/or 7 to 11 April.- Two-week contract from 31 March to 11 April.
Location:	Sherborne International, Newell Grange campus.
Line Manager:	The Academic Manager (Short Courses)
Remuneration/Contract/ Holiday:	The hourly rate is based on a 5-day (Monday-Friday) week, typically covering a timetable of 20 x one-hour lessons, and includes: lesson preparation; marking and feedback to students; lesson plans and records; reports; meetings; associated administration and any other reasonable related tasks. (The exact timetable may vary slightly depending on student numbers).

Returning: Qualified teachers with more than one year of full-time relevant teaching experience will be paid £31.50 per hour (equates to £630.00 per week if teaching a 20-hour week). The hourly rate includes payment for all duties as outlined above and specified in “core duties” below.

New to Sherborne International:

- Qualified teachers with more than one year of full-time relevant teaching experience will be paid £30.00 per hour (equates to £600.00 per week if teaching a full 20-hour week). The hourly rate includes payment for all duties as outlined above and specified in “core duties” below.

Teachers are paid in arrears on the last banking day of each month direct into a nominated UK bank account.

Lunch may be taken in the school dining room on teaching days.

Teachers are entitled to receive a paid holiday entitlement of 5.6 weeks per annum (pro rata), to be paid at the end of the fixed term contract. In view of the requirements of the role, holiday leave cannot be taken during the period of the fixed-term contract and you are likely to be required to work on Bank Holidays that fall during the period of the fixed-term contract.

<i>Hours of Work:</i>	0845 – 1700 each day of the course Some flexibility will be required on occasion to meet the demands of the post.
<i>Accommodation:</i>	Basic accommodation (in school boarding houses away from students) is available for teachers at a nominal charge of £45.00 per week. Please advise at interview if accommodation will be needed.
<i>Probationary Period:</i>	In accordance with School policy, offers of appointment are subject to a probationary period of up to six months. All Easter course contracts are subject to a one-week notice period by either side.
<i>Medical Fitness:</i>	All offers of appointment are conditional upon a self-declaration of physical and mental fitness to carry out the responsibilities of the post.
<i>DBS Disclosure (Police Check)/References:</i>	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.
<i>Post-holder's Responsibility:</i>	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, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officer) or one of the Deputy DSLs.

OUTLINE OF THE COURSE

1. Teachers may wish to work for one, two or three weeks of the course.
2. Classes cannot be confirmed until the student numbers are known.

CORE DUTIES:

1. Produce a Scheme of Work, prepare and teach lessons to the prescribed high standards of Sherborne International; by selecting and sequencing appropriate materials, resources and approaches according to the course aims and learners' needs and expectations. Maximum 12 students per class.
2. Accompany students on a local educational trip on one afternoon per week.
3. Provide academic advice, educational guidance and individual support to students.
4. Evaluate and mark students' work and provide relevant and timely feedback on achievement, progress, and developmental needs to students, academic and other managers/colleagues.
5. Keep a daily record of lessons in the lesson records folder on MS Teams.
6. Take a class register at the beginning of each lesson and report any missing students in accordance with School policy.
7. Write an informative report on each student's academic progress, including action points to follow.

Training Requirement for Teachers – this list is not exhaustive.

Training	To be completed
Safeguarding (Child Protection)	On the first day of employment
Induction training with Line Manager	On the first day of employment
Health & Safety Essentials (required annually)	Online, all one-hour modules, to be completed prior to or on first day of employment (paid at £15 per hour in addition to contract pay)
Prevent training (required every 3 years)	
GDPR in Education (teachers new to Sherborne only)	

PERSONAL ATTRIBUTES REQUIRED

Essential:

- CELTA or Cert TESOL for Intensive English teachers;
- Experience of teaching international students and a knowledge and understanding of differing cultural values and issues;
- A friendly and approachable manner;
- Energy, enthusiasm and commitment to the role.

TERMS AND CONDITIONS

Non-Smoking Policy:

It is the policy of Sherborne Schools 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:

Where eligible the post-holder will be automatically enrolled into the Pension Scheme, as per current legislation, on the first day of the month after completion of three months' service. 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 School Group Application form and return it to hr@sherborne.org

In the event of any queries please contact: *Simon Larkin, Academic Manager*
Tel: 01935 814743
Email: spring@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.

Please state in your application your availability to attend interview in Sherborne - or let us know if you are only available for a remote interview.