



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: Pastoral staff supervise an extensive range of sports, activities and events to keep the students entertained and busy when out of class.

We seek a team of Student Welfare Staff to work to actively promote wellbeing and safeguarding across the student community and to respond appropriately to any welfare issues.

### 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.

<b>Job Title:</b>	<b>STUDENT WELFARE STAFF (SUMMER SCHOOL) – residential or non-residential</b>
<b>Contract</b>	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.  Offers of employment are subject to the course being able to run and final student numbers.
<b>Location:</b>	Sherborne Newell Grange Campus and/or Main Sherborne School Campus and any boarding house.
<b>Line Manager:</b>	Student Welfare staff are line managed by the Director of Short Courses who will direct the day-to-day duties. Student Welfare staff may also take direction from other members of the Short Course Management Team.
<b>Remuneration:</b>	<i>To be reviewed in April 2025</i> but currently £13.60 per hour on a typical shift pattern of 37.5 hours per week. Hours worked until approximately the 20 <sup>th</sup> 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.

**Hours** Student Welfare Staff will work approximately 37.5 hours per week - to be mutually agreed with the Director of Short Courses.

**Probationary Period:** In accordance with School policy, offers of employment 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 employment 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.

## **ROLE AND MAIN PURPOSE OF THE STUDENT WELFARE STAFF**

We hope to appoint four staff to this role, each with a dedicated focus:

- 1) Physical and mental health of students, eg working alongside Matrons and other staff.
- 2) Wellbeing of students on arrival and departure days, eg being based at London Heathrow (or other designated airport) to co-ordinate and direct the school's airport staff.
- 3) Out of class point of contact (daytime), eg to assist sports and activities staff with any wellbeing or safeguarding concerns, to keep an eye on students at breaks and lunchtimes.
- 4) Out of class point of contact (evenings/weekends), eg to assist evening sports and activities staff with any wellbeing or safeguarding concerns, to keep an eye on students at dinner times.

The main purpose of the Student Welfare Staff role is to complement and promote existing student wellbeing and safeguarding services at the School and to ensure that operational processes and procedures are adhered to. Student Welfare Staff will encourage students to think about and act on improving their health and wellbeing and will act as ambassadors for positive mental and emotional wellbeing. They will understand that the summer school experience can vary from student to student: whilst some will love every minute, others may experience feeling anxious, homesick, lonely, neglected or excluded. Some may want to chat freely about problems they are experiencing or how they are feeling, while others will need to be drawn out of their shell.

Student Welfare Staff will be alert to any safeguarding issues or concerns and will report, immediately and in writing, any/all of these to the Short Course Designated Safeguarding Lead, or one of their deputies, who will deal with matters appropriately. Similarly, they will act as the point of contact for other members of staff to report their own concerns to so that these can be also be passed to the DDSL Team.

Student Welfare Staff will be able to support the smooth running of the Summer courses by identifying poor work practice or where correct process is not being followed and will either take a lead and correct this directly or feed back to the Short Course Management Team during the regular meetings.

Student Welfare Staff will be role models for kindness, respect and tolerance and will expect students to behave towards each other in the same way. They will take every opportunity to actively take notice and connect with the students. Student Welfare Staff will lend a friendly ear and will find creative ways to promote and support student wellbeing and safeguarding, such as:

- Drop-in sessions;
- Activities to develop emotional intelligence, communication skills, mindfulness and creativity
- Round the table group talks, eg 'What did you do today to make you feel good?' or 'What did you achieve today to make you feel proud?';
- Mediation between conflicting students;
- Promote a 'Be Nice to Someone New' campaign
- 'Being in someone else's shoes' project: helping students to understand and relate to differences
- Evening 'speed dating' sessions to encourage students to get to know each other
- Introduce a 'Worry Box' or 'Feelings Box' system in each House and check on it daily.
- Themed talks at House Meetings or Assemblies.

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

<b>Training</b>	<b>When</b>
Student Welfare Staff are required to attend compulsory training sessions.	Between Sunday 29 June and Tuesday 1 July 2025.
Safeguarding (Child Protection)	During induction days
Prevent Training	Online module
Safeguarding Children Level 2	Online module
Equality, Diversity and Inclusion	Online module
Conflict Resolution	Online module
Fire Marshal	Online module
Health and Safety Essentials	Online module
GDPR in Education	Online module
First Aid Training	During induction days
Training with Line Managers	Induction days and in daily meetings

**PERSON SPECIFICATION:**

<b>Personal attributes</b>	<b>Essential</b>	<b>Desirable</b>
An open, friendly and approachable manner	x	
A role model for kindness, respect and tolerance	x	
Energy, enthusiasm and commitment to the role	x	
A quick thinker, with the ability to work independently and remain calm under pressure	x	
A strong interest in, and experience of, working with young people	x	
Will have previously worked on a Sherborne Short Course (or equivalent elsewhere)	x	
A willingness to work as a team, and be able to work proactively	x	
Excellent listening and communication skills	x	
Ability to bring out the best in young people	x	
A knowledge and understanding of differing cultural values and issues		x
Demonstrable knowledge and understanding of School Safeguarding Policy and procedures	x	
<b>Other duties required by all School staff</b>	<b>Essential</b>	<b>Desirable</b>
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 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 Schools Group Application form and return it to [hr@sherborne.org](mailto: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](mailto: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.*

**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.**