SHERBORNE

Sherborne School (SS) is a boys' independent school situated in the shadow of Sherborne Abbey. Founded by Royal Charter in 1550, the school has roots going back to the origins of the See of Sherborne in 705. There are eight boarding houses containing a total of about 600 boys (aged 13-18).

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 DESCRIPTION

Job Title:	**SPANISH LANGUAGE ASSISTANT**
Contract:	**Fixed term, term time only, September 2018 to July 2019**
Hours of Work:	**The post-holder is likely to work approximately 23 hours per week (18 teaching hours + 5 hours of work within the department), although some flexibility may be required to meet the demands of the School**
Reporting to:	**Head of Modern Foreign Languages; Head of Spanish**
Location:	**Sherborne School**
Salary:	The post-holder will be paid £10,748.03 for the fixed term period which will be divided into 11 equal amounts and paid monthly in arrears on the last banking day of the month from September to July inclusive. Salaries are paid monthly in arrears direct into nominated bank account.
Holiday:	The Language Assistant is entitled to take holiday during the usual Sherborne School holiday periods; holiday cannot be taken during Sherborne School term time.
Probationary Period*:*	In accordance with School policy, this appointment will be subject to a six-month probationary period.

Accommodation: For the better performance of the Language Assistant's duties, accommodation will be provided rent free by the School during the period of employment. Heating, lighting and local taxes are included but the Language Assistant will be personally responsible for any tax levied by the Inland Revenue in respect of accommodation or other benefits. Meals may be taken free of charge in the school dining-hall during term time (breakfast, lunch and dinner).

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

Medical Report: The offer of appointment at Sherborne School will be conditional upon the provision of a medical report, which satisfies the School Doctor.

Post-holder's Responsibility: You share with all School 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).

RESPONSIBILITIES

1. Prepare and teach 30 minute lessons for individual pupils to develop their speaking skills in Spanish.
2. Prepare a variety of materials to support the learning of individual pupils for use in conversation classes.
3. Follow the scheme of work and exam specification for individual pupils taking GCSE and A level.
4. Support teachers of Lower School classes by working with small groups of pupils to develop their speaking skills
5. Provide a cultural insight into the Spanish speaking world for the pupils through teaching, participating in and planning Spanish Department enrichment events.
6. Feedback regularly to the Head of Spanish on the progress of the pupils.
7. Play a role in examining pupils in internal exams and mock speaking exams.

8. Develop and maintain effective relationships with pupils, the Head of Spanish and Spanish teachers.
9. Adhere to School policies and expectations.
10. Work with teachers to support high standards of behaviour and progress.

Qualifications/Experience:

1. The post holder is likely to be a 'native-level' speaker of Spanish.
2. The post holder should have completed a university degree or be currently undertaking degree level study.
3. The post holder will have an awareness of and display commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people.
4. The post holder will be required to attend training sessions arranged by the School

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

Training	**To be completed by**	**Frequency of training**
Safeguarding (Child Protection) and Prevent Training	Before employment commences	Every year
Emergency First Aid Training (if required within the Department)	Within the first term of employment	Every 3 years but offered annually
Fire Awareness	Within the first term of employment	Every year
Manual Handling	Within the first term of employment	Every year
Induction training with Line Manager	Within the first 3 months of employment	

TERMS AND CONDITIONS

Non-Smoking Policy:

It is the policy of Sherborne School (encompassing Sherborne International, Sherborne School Leisure and Sherborne School Trading) 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.

Pension:

The post-holder will be able to join the Sherborne School Support Staff Pension Scheme on the first day of the month after completion of two 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 Head of HR (Bursary).

Sports Centre Membership:

Reduced membership of the Sherborne School Sports Centre (including swimming pool, gym and classes) is available for all employees.

METHOD OF APPLICATION

Please complete the Sherborne School Application Form and return to the Recruitment Manager at the address below by the closing date. ***Please do not send in a curriculum vitae as we are unable to use them when short listing***

In the event of any queries please contact:

Mrs Samantha Belgeonne - Recruitment Manager
Sherborne School
Abbey Road
Sherborne
Dorset
DT9 3LF
Tel: 01935 810502
Email: hr@sherborne.org

Closing date for applications: **9.00am on Monday 4th June 2018**

Interviews are likely to take place: **between 7th - 9th June 2018**

Anticipated start date: 1st September 2018