



SHERBORNE



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INTERNATIONAL

JOB DESCRIPTION

Sherborne Summer Courses are for students who are serious about studying but who also come to enjoy the very extensive range of activities and excursions and the caring, friendly atmosphere. We emphasise development for the individual through small class sizes (6-8 students), and aim to give students a very positive and supportive learning experience.

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:

TEACHER SUMMER COURSES

Contract:

Temporary Contract between

- Weeks 1 & 2: 5 - 18 July (**Teachers of EFL and History still required**)
- Weeks 3 & 4: 19 - 1 August (**Teachers of Drama still required**)
- Weeks 5 & 6: 2 - 15 August (**Teachers of EFL still required**)

Sherborne International

Location:

Line Manager:

The Deputy Course Director (Academic)

Remuneration:

To cover a maximum of 30 lessons of 45 minutes per week:

- Point 1: £475 per week / £95 per day: qualified teachers with less than one year of full time relevant teaching experience
- Point 2 : £547 per week / £109.40 per day: qualified teachers with more than one year of full time relevant teaching experience
- Salary includes payment for all duties as outlined in 'core duties'.

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

Additional one-to-one lessons (one hour) may be worked by mutual agreement; these lessons will be paid at the rate of £43.00 per hour upon receipt of signed time sheet.

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

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

Holiday: The Teacher will be entitled to receive a pro-rata holiday entitlement of 5 weeks per annum. This will be accrued as 1 day for every two weeks worked and will be paid at the end of the fixed term period based on an average weekly amount of the period worked.

Hours of Work: 0845 – 1600 each day except Thursday 0845 – 1200 and Saturday 0845 – 1245
Some flexibility will be required on occasion to meet the demands of the post.

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 Report: All offers of appointment are conditional upon a medical report which satisfies the senior School Doctor. Please note that all School buildings operate a no-smoking policy.

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, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officer).

OUTLINE OF THE COURSES

1. Sherborne International Summer Courses comprise three courses:
 - A. Intensive English plus Subjects
 - B. Specialist Academic Preparation for Starting IGCSE/GCSE
 - C. Specialist Academic Preparation for Starting A Level or IB Diploma

2. The Intensive English plus Subjects course A is for students aged 8-17: wishing to enhance their English language skills, whether as complete beginners or advanced students; who plan to join a British Independent School and wish to improve their level of English in this context, including the exposure to some elements of a more academic language through the subject lessons; and for those already at school in Britain but needing to improve their English language skills.
3. The Specialist Academic Preparation for starting IGCSE/GCSE course B gives students starting (or considering doing) IGCSE/GCSE courses the support they need in order to acquire and improve skills vital to success. Students choose four subjects from English, biology, chemistry, physics, maths, history and English literature. All students also attend drama classes. Lessons give an introduction to the kinds of content and skills each subject will need at I/GCSE level. Students are minimum B1 level English.
4. The Specialist Academic Preparation for starting A Level or IB Diploma course C is designed to help students settle into their courses quickly and confidently. Students study English and drama and choose three subjects from biology, chemistry, physics, maths, history, English literature, TOK (for IB), and Extended Essay (for IB). Lessons cover the basic components and techniques of each subject, plus the style of working at this level. Students are minimum B2 level English.
5. Teachers may wish to work for 1, 2, 3 or 4 of the two week courses and any combination can be considered.
6. Teachers may be asked to teach on a combination of A, B and C courses.
7. Classes cannot be confirmed until student numbers are known.

CORE DUTIES:

1. Plan, prepare and teach a maximum of 30 lessons of 45 minutes per week 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 8 students per class.
2. Provide academic advice, educational guidance and support to students.
3. Set prep where stipulated on the timetable.
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 the teachers' shared drive.
6. Write an informative report on each student's academic progress, including action points to follow.
7. Attend part or all of the initial induction day, Wednesday July 4, as required.
8. Attend the weekly 60 minute training session (timing to be confirmed).
9. Attend the daily short briefing at 8.45am each teaching day.
10. Ensure that each student's file is maintained in an orderly, workable manner.
11. Give feedback on materials, courses and lessons to academic and other managers as required.
12. Adhere to the standards and procedures detailed in the Teaching Staff handbook.
13. Promote and safeguard the welfare of children and young persons you are responsible for / come into contact with during your period of employment.
14. Do lunch or break supervisory duty, normally involving no more than 45 minutes per week.
15. With a class you teach, stage a short assembly of your choice lasting about three minutes as requested by the Deputy Director of Short Courses.

Training Requirement for Teachers – 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
Safeguarding (Child Protection) and Prevent Training	On the first day of employment
Induction training with Line Manager	On the first day of employment

PERSONAL ATTRIBUTES REQUIRED

Essential:

- EFL teachers should be minimum CELTA/Cert TESOL qualified with two years of relevant experience.
- Subject teachers should have QTS.
- Subject teachers on the academic preparation courses should also have an up to date knowledge of the target exam, the syllabus and the study habits and practical skills students need for success.
- All teachers should possess a friendly and approachable manner and energy, enthusiasm and commitment to the role.

Desirable:

- Experience of teaching international students
- A knowledge and understanding of differing cultural values and issues.

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. 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 Teachers' 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).

METHOD OF APPLICATION AND INTERVIEW

Please fully completed and return the Sherborne International application form which can be obtained either via the Vacancies section of the School website (www.sherborne-international.org/vacancies/) or by contacting the Recruitment Manager.

Please do not send in a curriculum vitae. Applications received that have sections crossed through marked 'see attached cv' will be returned.

Applications should be submitted to:

*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 Thursday 26 April 2018

Interviews are likely to take place:

during week commencing 30 April 2018 (either in person or via Skype)