



**Graduate Resident Assistants (boys' and girls' boarding houses)
for one academic year from late August 2018 to end June 2019**

Sherborne International was founded in 1977 as the original International Study Centre. Its early mission was simply to help non-native English speaking boys from overseas to prepare to sit Sherborne School's entry examination. However its aim now is to prepare both boys and girls from overseas to join any school within the British independent school system. Many of our 100+ leavers each year move on to well-known independent schools such as Badminton, Cheltenham, Epsom, Roedean and Clifton College; less than 10% of leavers go on to Sherborne School or Sherborne School for Girls.

There are usually 130-150 students on the roll, depending on the time of year. All students are full boarders, and so Sherborne International teaches a six-day week, which includes Saturday mornings. Other intensive courses are run from the campus and boarding houses at Easter and during the summer each year. Students are taught in small groups, usually in classes of up to eight. There is heavy emphasis on English language improvement, general academic progress and cultural adjustment to the British educational system. Students typically stay at Sherborne International for one year, but some may stay for up to three years. There is a popular one-year I/GCSE programme which each year attracts more than fifty students.

Although Sherborne International is owned by Sherborne School, it is registered with the Department for Education as a separate school. It is inspected by the Independent Schools Inspectorate (and accredited by the Independent Schools Association) and is also accredited as an International Study Centre by the British Council.

The main duties required of all Assistants are:

1. **Boarding.** Each Assistant is responsible for 3-4 (alternate weeks) wake-up, breakfast and evening duties each week. At weekends, there is a significant commitment required including being on duty for a substantial period and accompanying weekend expeditions and excursions. Attendance at the lunchtime House staff meeting and at the school assembly on Saturdays is compulsory, unless it is a day off.
2. **Sporting/Music/Drama.** Each Assistant will be required to help lead sporting houses and organise house teams for inter-house competitions **or, for one GRA** in place of this requirement, to take a significant role in developing and helping to organise music and drama within the School.

The main sports at Sherborne International are soccer, basketball, athletics and swimming for all students, plus cricket (boys) and netball (girls). The ability (or a willingness to learn) to supervise/coach /referee/umpire/organise these sports, or to make an equivalent input to the music and drama in the School, is needed. The school will arrange for further training and courses on to build these skills where necessary, but a keen interest, willingness and ability is paramount.

3. **Other School and House duties.** Each Assistant is required to assist (usually alongside a member of the teaching staff) with an activity for up to a dozen students on most weekday afternoons (except days off). There will be other duties as agreed with the Principal/Senior Housemaster.
4. **Period One Cover (and occasional other cover).** Each Assistant is available at 08:30 (Monday – Saturday) on a rota basis to help the Academic Support Manager with cover for absent teachers as required for the first period of the day. GRAs may be called upon to cover other lessons in the event of an emergency.

5. Library Supervision. Each Assistant is required to assist with the supervision of the school library during the morning break (10.45h – 11.15h) on a rota basis.
6. End of Term/Half-Term. One or two GRAs may be required to be on duty on the main campus until 16.00h on the final day of each term/half-term to supervise any students who leave later than the official leaving time of 12.00 noon. The Senior Housemaster will draw up a rota to share the duties as equitably as possible.

There will be additional opportunities for all GRAs to contribute to the life of the school by helping to organise concerts and House plays/musicals or in such other ways as will utilise or develop the skills of each GRA.

All Graduate Resident Assistants are on 'stand-by' to assist house staff in the event of staff absences etc. The school ensures, however, that there is one complete day free of duties each week for every Assistant. Resident members of staff are required to sleep in school accommodation every night during term time, except the night of the day off. Overnight guests are not normally permitted.

Meals may be taken free of charge in the school dining room at Newell Grange during term time (breakfast, lunch and dinner). An honorarium of £10,144.88 (amount to be reviewed in September) is also awarded and paid monthly in arrears over 10 months, September - June inclusive, as well as subsidised membership of the Sherborne School fitness centre. There may also be opportunity for those GRAs who are interested, and suitably skilled, to take on additional paid work on our Easter and Summer holiday courses.

Graduate Resident Assistants are required to be at Sherborne International the day before each term starts but accommodation will probably be available a little prior to that. The Autumn Term begins on Thursday 30 August 2018 but Assistants may be required a few days earlier for house-staff meetings/inductions and final preparation of boarding houses.

Graduate Resident Assistants will be required to be resident at the school throughout term time. As with any member of staff, leave of absence will only be granted in exceptional circumstances. Participation in staff meetings is required.

METHOD OF APPLICATION AND INTERVIEW

Please fully complete and return the Sherborne International application form which is available at www.sherborne-international.org/vacancies or by contacting the Recruitment Manager – details below. *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:

9.00 am on Tuesday 8 May 2018.

(Faxed or e-mailed applications are acceptable).

Interviews are likely to take place:

during week commencing 14 May 2018.

PLEASE INDICATE ON YOUR APPLICATION FORM ANY DATES DURING THAT PERIOD WHEN YOU WOULD NOT BE AVAILABLE TO ATTEND INTERVIEW IN SHERBORNE.

Applicants who have not heard from Sherborne International by 31 May must assume that, on this occasion, their applications have been unsuccessful.