



SHERBORNE



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INTERNATIONAL

JOB DESCRIPTION

Sherborne Spring Courses aim to give students a positive, memorable exam revision learning experience and support them in achieving the best results they can in their GCSE/IGCSE exams. All revision programmes are organised and run by Sherborne International, part of Sherborne School, based on the same high quality and success rate of its year round schooling.

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 SPRING COURSES

Contract:

Temporary Contract between 3 and 13 April 2018:

- One week courses run from 3-7 April and/or 8-13 April inclusive;
- 3 day courses: 3-5 April; 6-9 April (not including Sunday); 10-12 April

Location:

Sherborne International

Line Manager:

The Deputy Course Director (Academic)

Remuneration:

To cover a maximum of 20 lessons of 45 minutes per week (and one 20 minute individual tutorial per student per week):

- Point 1: £475 per week / £95 per day: qualified teachers with less than one year of full time relevant experience teaching appropriate subject to GCSE level
- Point 2 : £547 per week / £109.40 per day: qualified teachers with more than one year of full time relevant experience teaching appropriate subject to GCSE level
- 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 lessons may be worked by mutual agreement, these lessons will be paid at the rate of £36 per lesson 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.

The Teacher will be entitled to receive a pro-rata holiday entitlement of 5 weeks per annum. This will be accrued as 2 days for every month worked and will be paid at the end of the fixed term period based on an average weekly amount of the period worked.

<i>Hours of Work:</i>	0845 – 1615 each day of the course Some flexibility will be required on occasion to meet the demands of the post.
<i>Probationary Period:</i>	In accordance with School policy, offers of appointment are subject to a probationary period of up to six months. All spring course contracts are subject to a one week notice period by either side.
<i>Medical Report:</i>	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.
<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).

OUTLINE OF THE COURSE

1. Sherborne International Spring Courses comprise 5-day and 3-day revision courses:
2. The role of teachers is to give I/GCSE students a timely boost to their subject knowledge and exam confidence prior to their summer exams.
3. Your subject will be one of two or sometimes three the students will be studying.
4. Teaching rotas will be provided no later than Monday 26 March 2018.

5. Teachers may wish to work for both week 1 and week 2, or only for one of them. Likewise, they may wish to teach on one or more of the 3 day courses or any combination of the above.
6. Classes cannot be confirmed until the student numbers are known.

CORE DUTIES:

1. Plan, prepare and teach a maximum of 20 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 individual tutorial support to students (one 20 minute tutorial per student per week).
3. Set 45 minutes exam practice on all but the last day of the course.
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. In addition to their subject revision classes, teachers may be asked to teach 'taster' lessons in their subject to concurrent EFL classes (max. two classes per week).

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:

- QTS;
- Up to date knowledge of the target exam syllabus, structure and marking scheme;
- A friendly and approachable manner;
- 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.

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 3 January 2018

Interviews are likely to take place:

during week commencing 8 January 2018

**PLEASE INDICATE ON YOUR APPLICATION FORM ALL DATES YOU
COULD BE AVAILABLE TO ATTEND INTERVIEW IN SHERBORNE.**