



SHERBORNE



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INTERNATIONAL

JOB DESCRIPTION

Sherborne Spring Courses aim to give students a positive, memorable learning experience and support them in: giving them confidence and increased fluency in English; achieving the best results they can in their GCSE/IGCSE/A Level exams or IELTS exams. All 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 April and 15 April 2023:
- One-week courses run from 3-7 April and/or 10-15 April inclusive;

Location: Sherborne International

Line Manager: The Academic Manager (Short Courses)

**Remuneration/Contract/
Holiday:** The hourly rate is based on a standard 5-day week of teaching, and includes lesson preparation, marking and feedback to students, lesson plans and records, reports, meetings, training sessions, supervision duties, tutorials, associated administration and any other reasonable related tasks additional to those teaching hours or as specified in the contract.

There are 2 types of contract on offer:

Intensive English and IELTS teaching - To cover a maximum timetable of 20 hours per week (exact timetable may vary slightly depending on student numbers) To cover a maximum of 20 lessons of 60 minutes per week: if the number of lessons in a standard week of teaching exceeds 20 hours, each additional taught hour will be paid at the hourly rate.

Revision subject teaching - To cover a minimum of 10 hours per week, each additional taught hour will be paid at the hourly rate.

Teachers working less than the standard week will be paid the hourly rate according to the number of hours taught and pro-rated to the standard week.

Qualified teachers will be paid £28.74 per hour (equates to £575 per standard teaching week). The hourly rate includes payment for all duties as outlined above and specified in “core duties” below.

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

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

Teachers are entitled to receive a paid holiday entitlement of 5.6 weeks per annum (pro rata), to be paid at the end of the fixed term contract. In view of the requirements of the role, holiday leave cannot be taken during the period of the fixed-term contract and you are likely to be required to work on Bank Holidays that fall during the period of the fixed-term contract.

<i>Hours of Work:</i>	0845 – 1700 each day of the course Some flexibility will be required on occasion to meet the demands of the post.
<i>Accommodation:</i>	Basic accommodation (in school boarding houses away from students) is available for teachers at a charge. If needed, please ask HR and/or at interview for details.
<i>Probationary Period:</i>	In accordance with School policy, offers of appointment are subject to a probationary period of up to six months. All Easter course contracts are subject to a one-week notice period by either side.
<i>Medical Fitness:</i>	All offers of appointment are conditional upon a self-declaration of physical and mental fitness to carry out the responsibilities of the post.
<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 three courses:
 - 5-day regular IGCSE/GCSE/A Level Revision Course
 - Intensive English plus Subjects Course
 - Intensive IELTS course
2. Teaching rotas will be provided no later than Friday 31st March 2023.
3. 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 any combination of the above courses.
4. Classes cannot be confirmed until the student numbers are known.

CORE DUTIES:

1. Plan, prepare and teach lessons 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
3. Evaluate and mark students' work and provide relevant and timely feedback on achievement, progress, and developmental needs to students, academic and other managers/colleagues.
4. Keep a daily record of lessons in the lesson records folder on the teachers' shared drive.
5. Write an informative report on each student's academic progress, including action points to follow.
6. In addition to their subject revision classes, teachers may be asked to teach 'taster' lessons in their subject to concurrent EFL classes.

Training Requirement for Teachers – this list is not exhaustive.

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 for revision course teachers;
- CELTA or Cert TESOL for Intensive English and IELTS teachers
- 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 Group (encompassing Sherborne School, Sherborne International, Sherborne Preparatory School, 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 three 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

Please complete the online Application Form through the 'Quick Apply' button on TES, by the closing date.

In the event of any queries please contact: *Mrs Samantha Belgeonne – Recruitment Manager*
Sherborne School, Abbey Road, Sherborne
DT9 3LF
Tel: 01935 810502
Email: summerjobs@sherborne.org

Closing date for applications: **9.00am Tuesday 24 January 2023**

Interviews likely to take place: **Shortly thereafter**