



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:	SUMMER COURSE ACADEMIC ASSISTANT (temporary role)
Contract:	Temporary contract for a maximum of 10 weeks from *24 June 2024. Compulsory training days will make up at least 2 days of employment. *An alternative start date may be offered depending on course uptake. Course weeks run Wednesday to Tuesday and the final departure day is 29 August. Offers of employment are subject to the course being able to run and final student numbers.
Location:	Sherborne Newell Grange Campus or Sherborne School Main Campus.
Line Manager:	The Academic Assistant will report to the Academic Manager who will direct in daily duties.
Remuneration:	Hourly rate of £31.50 to be claimed on a timesheet authorised by the Academic Manager. Salaries are paid monthly in arrears, directly into a nominated UK bank account.
Holiday:	You are entitled to receive a pro-rata holiday payment of 5.6 weeks per annum. This will be paid at the end of the contract.
Medical Fitness:	Any offer of appointment is conditional upon a self-declaration of physical and mental fitness to carry out the responsibilities of the role.
Hours of Work:	Usually 37.5 hours per week, likely to fall between the hours of 0830 – 1700 Monday to Friday 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.

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) or one of the DDSLs.

OUTLINE OF THE COURSES

Sherborne Summer Courses comprise four courses:

- Intensive English plus Subjects
- Pre-IGCSE/GCSE
- Pre-A Level/IB Diploma
- IGCSE/GCSE Mid-Course Booster
- Global Leadership Programme

1. The Intensive English plus Subjects course is for students aged 8-17 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.
2. The Pre-IGCSE/GCSE course gives students starting (or considering doing) IGCSE/GCSE courses, the support they need in order to acquire and improve skills vital to their success. Students choose four subjects from English, biology, chemistry, physics, maths, history, geography 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 should be minimum B1 level English.
3. The Pre-A Level or IB Diploma course 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 should be minimum B2 level English.
4. The IGCSE/GCSE Mid-Course Booster option is designed to give students who have completed Year 10 a confident and successful start to their final IGCSE/GCSE year by revisiting material covered in the last year, as well as looking ahead to Year 11. Students choose four subjects from: biology, chemistry, physics, maths and English. Lessons consolidate and revise key areas of content and skills from Year 10, boosting motivation and reducing stress.

5. The Global Leadership Programme is designed to provide students aged 15-17 with key leadership skills required from global leaders of tomorrow, including: public speaking, project management, critical thinking skills, collaboration, negotiation and business planning.

The Academic Assistant will work closely with the Academic Manager to support them in their duties to maintain the high standard of educational provision offered to students attending the summer course and help with the effective management of teaching staff.

CORE DUTIES:

- Along with the Academic Manager and Compliance Operations Manager, support the preparation of documentation for parents, students and teachers, including student reports.
- Assist the Academic Manager to establish, review and oversee short course syllabuses and schemes of work.
- Co-ordinate with the Academic Manager so that teachers and resources are appropriately assigned to provide the best programme for students.
- Troubleshoot and resolve issues that arise over any aspect of the academic programme, in consultation with the Academic Manager/ Short Course Management Team as appropriate.
- Plan other aspects of the course such as excursions or local visits and ensure that the educational programme coordinates logically and smoothly with them.
- Together with the Academic Manager and Department heads, manage the teachers in such a way as to maintain a positive atmosphere amongst the academic staff and between other staff working on the short courses.
- Arrange and support arrival testing of students.
- Ensure students are allocated to the correct class level, making any changes and responding sensitively to requests for changes as appropriate.
- Ensure that class lists are accurate and properly displayed.
- Support teachers in behaviour management, recording minor incidents and referring recurring or major issues as appropriate to the Academic Manager.
- Deal with day-to-day problems as they arise and with student and staff enquiries on academic matters.
- Support the Academic Manager and Department heads to arrange and manage end of course tests as appropriate and ensure all reports and certificates are completed and issued.
- Ensure that accurate teaching and student academic records, including attendance, are maintained and securely stored.
- Arrange cover and teach as standby if required during the short courses.
- As a DELTA-qualified practitioner, conduct or oversee the necessary class observation/appraisal activities to ensure that a high standard of teaching is maintained, with students receiving well-planned, well-taught and relevant lessons. Ensure that teachers receive appropriate verbal and written feedback on their teaching.
- Discharge the above in line with the expectations of inspecting/accrediting bodies such as the British Council.
- Complete academic staff timesheets.
- Assist with the induction, meeting and greeting of new student arrivals.
- Help support the compulsory induction days for teachers (Wednesdays 3, 10, 17, 24, 31 July and 7 August; Thursdays 15 and 22 August).

- Working with the Academic Manager, devise a daily assembly rota and work with the teaching faculty to ensure topics covered are suitable, well presented and documented to ensure compliance with our accreditors.
- Attend and, where appropriate, contribute to the daily short teacher briefing at 8.45am each teaching day.
- Promote and safeguard the welfare of children and young persons you are responsible for / come into contact with during your period of employment.
- Do lunch or break supervisory duty, normally involving no more than 45 minutes per week.

Person Specification:

Qualifications	Essential	Desirable
CELTA/DELTA/ TEFLQ or equivalent	x	
Experience	Essential	Desirable
Previous experience working in summer schools or similar structures		x
Previous experience of teaching international students	x	
Previous experience contributing to, and shaping, policies and processes		x
Skills and Personal attributes	Essential	Desirable
Strong written, oral, interpersonal and communication skills	x	
A competent user of IT, including MS Word and Excel	x	
Highly organised with an ability to focus on and complete tasks	x	
A confident public speaker	x	
Ability to effectively manage staff	x	
Ability to remain calm under pressure	x	
Use of tact and discretion and ability to keep confidential any personal and sensitive information	x	
A keen an eye for detail	x	
Energy, enthusiasm, self-motivation and commitment to the role	x	
Ability to work flexibly and adapt to changing requirements	x	
The ability to work autonomously and take ownership of any issues	x	
A knowledge and understanding of differing cultural values and issues		x
Other duties required by all School staff	Essential	Desirable
Commitment to safeguarding and promoting the welfare of children and young people	x	
Always observe health and safety procedures and safe working practices	x	
Adhere to the Staff Code of Conduct as a representative of the School and comply with all School policies and procedures	x	
To comply with the requirements of the General Data Protection Regulation. It is the responsibility of all staff to protect data and to take all reasonable steps to ensure data are kept securely	x	
Undertake any other duties as required by the Director of Short Courses or your line manager, which are commensurate with the level of your post, to meet the changing needs and demands of the School	x	

Training Requirement for Academic Assistant – 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 induction day
Induction training with Line Manager	On induction day
GDPR in Education	Online module to be completed prior to or at induction
Fire Marshal	Online module to be completed prior to or at induction
Health and Safety Essentials	Online module to be completed prior to or at induction
First Aid Training	Voluntary if offered

TERMS AND CONDITIONS

Non-Smoking Policy:

It is the policy of Sherborne School Group (encompassing Sherborne School, Sherborne Preparatory School, 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:

All teachers are automatically enrolled into a pension scheme.

Method of Application

To apply, please either use the Quick Apply button on TES or, alternatively, complete the Sherborne School Group Application Form and return it to hr@sherborne.org

In the event of any queries please contact:

Simon Larkin, Academic Manager

Tel: 01935 814743

Email: summer@sherborne.org

The School reserves the right to interview candidates as applications are received, preferably face-to-face and on mutually agreed dates and times. Vacancies will be withdrawn as roles are filled.

Please state in your application your availability to attend interview in Sherborne - or let us know if you are only available for a remote interview.