SHERBORNE SCHOOLS GROUP

SHERBORNE INTERNATIONAL

Sherborne Schools Group (SSG) is a dynamic family of schools offering an exceptional education for girls and boys aged 3–19, across both day and boarding provision. Formed in 2024 through the merger of Sherborne Girls and Sherborne Boys, the Group now comprises Sherborne Girls, Sherborne Boys, Sherborne Prep, Hanford Prep, Sherborne International, and a number of trading companies. Together, these schools provide a rich and cohesive educational journey within the beautiful town of Sherborne and surrounding Dorset countryside.

Each school retains its distinctive identity, traditions, and community spirit, while also benefiting from the opportunities and resources of being part of a larger group. Today, SSG educates 1,280 pupils in the UK, supported by a dedicated team of staff. Our international reach continues to expand through Sherborne Schools Worldwide, with six schools established across Qatar and Jeddah, and a new school opening in Riyadh in 2026.

At the heart of SSG lies *The Sherborne Difference*: our commitment to transformative education that blends academic excellence with character development, wellbeing, and innovation. Through this, we prepare our pupils not only to succeed, but to lead, inspire, and make a positive impact in an ever-changing world.

**Sherborne International** provides short academic courses throughout the Spring and Summer holidays for British and international boys and girls - aged 8-17 in Summer, and 11-18 in Spring. It specialises in teaching English as an Additional Language, subject support, revision, and preparation for UK schools, and provides an engaging and nurturing environment where students can quickly develop confidence and academic skills.

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 (usually 8 students) and aim to give students a very positive and supportive learning experience.
These high-quality summer courses are organised and run by Sherborne International, part of Sherborne Schools Group.

**JOB DESCRIPTION**

**Sherborne Schools Group Recruitment and Selection Policy Statement**

Sherborne Schools Group 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 Disclosure and Barring Service.

**HEAD OF BOARDING - Residential – SUMMER COURSE 2027 (temporary role)**

| | |
|---|---|
| **Contract:** | Temporary contract for a maximum of 6 weeks from 7 July to 18 August 2027. Compulsory training sessions will take place over 3 days, Sunday 4 to Tuesday 6 July.<br><br>Confirmed offers of employment are subject to the course being able to run and final student numbers. |
| **Location:** | Sherborne Prep campus (Juniors) or Sherborne Boys School campus (Seniors) and any boarding house within Sherborne School Group. |
| **Reporting to:** | Director of Short Courses. |
| **Remuneration/ Hours of Work/ Fixed Term Contract/ Holiday** | £17.65 per hour. Hours are typically up to 40 per week, likely to be Monday to Friday, 8.30am to 5pm. Flexibility may be required, on occasion, to meet the demands of the role.<br><br>Hours worked until approximately the 20th of the month will be paid in arrears on the last banking day of each month direct into a nominated UK bank account.<br><br>Breakfast, lunch and/or dinner may be taken in the school dining room during working shifts (packed lunch will be provided whilst on excursions).<br><br>You 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.<br><br>Employment contracts for staff working on Summer Courses are for a fixed-term period of up to 6 weeks to provide staffing during these temporary courses. Contracts are not expected to extend past this point. |

**ROLE RESPONSIBILITIES:**

Working under the direction of the Director of Short Courses and in collaboration with the Short Course leadership team, the Summer Head of Boarding will;

- Provide guidance and leadership to the temporary pastoral team, fostering a collaborative and supportive team culture.
- Support the house parents to ensure the boarding houses remain compliant with school policies and guidelines.
- Coordinate team efforts to ensure seamless execution of pastoral care services for students.
- Conduct regular team meetings to discuss goals, address challenges, and enhance team cohesion.
- Act as Deputy Designated Safeguarding Lead
- Take a lead role, serving as one of the initial points of contact for students, parents, agents, housemasters and the wider pastoral team.
- Conduct orientations and welcome sessions to create a positive and inclusive boarding environment.
- Regularly update the Short Course Management Team on the effectiveness of student welfare strategies/pastoral care through feedback from students, agents and parents.
- Collaborate with the Short Course team to implement improvements and innovations based on feedback and industry best practices.
- Deliver staff induction training in the use of the school's bespoke database, Resirva.

**Training Requirement for Head of Boarding – this list is not exhaustive, and you may be required to undertake other training as required by the School.**

| Training | When |
|---|---|
| The Head of Boarding will be required to attend and contribute to compulsory training sessions. | Sunday 4 July to Tuesday 6 July 2027 |
| Safeguarding Level 3 | Online module |
| Prevent Training | Online module |
| Health and Safety Essentials | Online module |
| GDPR in Education | Online module |
| Medication and Administration of Medicines | During induction days |
| Allergy Awareness for Staff | Online module |
| Training with Line Managers | Induction days and in daily meetings |
| First Aid At Work training may be offered | During induction days |

**PERSON SPECIFICATION:**

| Personal attributes | Essential | Desirable |
|---|---|---|
| Previous experience of working with international children, ideally in a boarding environment. | x | |

| | | |
|---|---|---|
| An understanding of relevant legislation, policies and codes of practice, in particular those related to Safeguarding and NMS (National Minimum (Boarding) Standards). | x | |
| Effective verbal and written communication skills. | x | |
| Highly organised with an ability to focus on and complete tasks. | x | |
| Energetic and enthusiastic | x | |
| Confident public speaker | x | |
| Experience contributing to, and implementing, processes | x | |
| A competent user of IT. | x | |
| Awareness of cultures and customs when interacting with international students and parents. | x | |
| Self-motivated and works autonomously | x | |
| Strong interpersonal skills | x | |
| Takes ownership of issues. | x | |
| Work with tact, discretion and sensitivity | x | |
| The ability to work flexibly to support the demands of the short course operation (which is likely to include some weekend and evening work) | 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 date 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 | |

**Pension:** Where eligible the post-holder will be automatically enrolled into the Pension Scheme, as per current legislation, on the first day of the month after completion of three months' service. Further details may be obtained from the Director of HR (Bursary).
For the avoidance of doubt; earnings under this additional contract will not be pensionable for existing Group Staff.

**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 Self Declaration:** The offer of appointment at Sherborne Schools Group will be conditional upon the provision of a self-declaration of your physical and mental fitness to discharge the responsibilities of the role.

**DBS Disclosure (Police Check)/** As Sherborne Schools Group is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a

**References:** 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.

**Postholder'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).

**Benefits**

- Reduced membership of Sherborne Boys' Sports Centre
- Free onsite parking
- Breakfast, lunch and/or dinner when these are provided in the School dining hall when on shift

We are proud to offer a thoughtful package of employee benefits designed to support your wellbeing, both in and out of work. While we aim to maintain these benefits, they are not contractual and may be reviewed and updated from time to time to reflect the evolving needs of our people and our Group.

***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 summer@sherborne.org

In the event of any queries, please contact: Dave Shaw (Director of Short Courses), or
Sam Belgeonne (Compliance & Operations 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