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.

PASTORAL ASSISTANT, Non-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 2 days, Monday 5 and Tuesday 6 July.

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:

Pastoral Assistants (non-resident) are line managed by the Director of Short Courses but will report day to day to the relevant area manager (e.g. Houseparent, Sports Co-ordinator, Excursions Supervisor and so on).

Remuneration/ Hours of Work/ Fixed Term Contract/ Holiday

£13.30 per hour, typically on a shift pattern of up to 37 hours per week. Staff usually move to a different rota every two weeks and have one full day off per week. Some flexibility may be required, on occasion, to meet the demands of the role. Some rotas may require additional (paid) hours on specific days, e.g. student arrival and departure days. Final rotas are subject to student numbers.

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.

Lunch/dinner may be taken in the school dining room during working shifts (packed lunch will be provided whilst on excursions).

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.

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.

OUTLINE OF THE ROLE

The work of the non-residential and residential pastoral staff is to look after the students whenever they are not in class, which may cover daytime, evening or weekend activities.

They must put the welfare and well-being of the students as their top priority in every aspect of their work. This includes compliance with health and safety aspects. Supervising and looking after the welfare of youngsters in your care demands a high level of focus and responsibility.

CORE DUTIES:

Non-resident Pastoral Assistants are required to perform the duties as listed below, and any other duties as reasonably expected and commensurate with the level of the post:

- Supervising students in breaks and at mealtimes; organisation and supervision of sports and activities; supporting the routines and activities in the assigned boarding house; and supporting organised events.
- Provide a high level of supervision and care of students at all times.
- Interact with a variety of students, engaging in friendly conversation and encouraging them to use English, motivate students to participate and get involved in activities.
- Look out for, comfort and inform residential assistants about students who may feel homesick, sad or unwell, or who face other problems or difficulties.
- Alongside residential assistants, help and support students' understanding of instructions, routines and behavioural expectations during sports and activities, during break and mealtimes on campus and in the dining room, on excursions and in the boarding houses.
- Direct students to their classes and ensure they attend on time. Where a student is reported missing from class, assist in the search to find them.
- Undertake dining room duties and sit with students during mealtimes.
- Assist the Catering Team with food service and clearing down at mealtimes, as per the rota.
- Lead, and support other staff, with sports and recreational activities.
- Supervise students during instructed sports activities, ensuring they understand and follow directions given by instructors.
- Help prepare for and tidy up after student sports and activities and look after any equipment involved.
- Supervise groups of students on excursions.
- Provide supervision duty around the campus and patrols in town.
- Support the residential assistants as directed to ensure the boarding houses run smoothly, including actively helping organise and participate in evening activities and events.
- Support residential assistants in evening house routines, including supervising homework, sports lists, and bedtime and lights out.
- Assist residential assistants on arrival and departure days in greeting and orienting arriving students and assisting departing students.
- Assist with special events both on- and off-campus.
- Be alert to any and all safeguarding issues and ensure all concerns, no matter how trivial they may seem, are reported to the appropriate staff in a timely manner.

OTHER DUTIES THAT MAY BE REQUIRED OF A PASTORAL ASSISTANT

- **Airport Liaison:** To ensure a smooth and safe travel experience for our students, on student arrival/departure days, to travel (with other staff) to either Heathrow, Gatwick or Bristol airport to meet students at the Arrivals Lounge or UM desk, or to check them back in on their return flights. To support children to/from their designated taxis/coaches/minibuses, update office staff with any issues and help to resolve them, work with airline staff to facilitate procedures for unaccompanied minors, reassure parents/guardians, protect the welfare of students.

PERSON SPECIFICATION:

Personal attributes	Essential	Desirable
A friendly and approachable manner	x	
Energy, enthusiasm and commitment to the role	x	
A quick thinker, with the ability to work independently and remain calm under pressure	x	
A desire and interest in working with young people	x	
A willingness to work as a team, and be able to work proactively	x	
Excellent communication skills	x	
A willingness to learn and undertake a wide range of skills and tasks	x	
A willingness to commit to a working summer fitting the dates of the courses (ie rather than trying to fit summer work around family holidays or visiting friends)	x	
Experience of working with young people		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 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	

Training Requirement for Non-Residential Pastoral Assistants – this list is not exhaustive, and tyou may be required to undertake other training as required by the School.

Training	When
Pastoral Assistants (non-residential) will be required to attend compulsory training sessions.	Monday 5 July and Tuesday 6 July 2027
Safeguarding (Child Protection)	During induction days
Prevent Training	Online training module
Health and Safety Essentials	Online training module
GDPR in Education	Online training module
Allergy Awareness for Staff	Online training module
Training with Line Managers	Induction days and in daily meetings
First Aid Training may be offered before or during the employment	During induction days

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)/ References: As Sherborne Schools Group 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.

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