SHERBORNE SCHOOLS GROUP

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 2027.

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 Boys is a full-boarding and day school for boys aged 13–18. Combining over 500 years of heritage with modern excellence, the school cultivates confident and compassionate young men. Pupils follow a broad curriculum including GCSEs, A Levels, and BTECs, supported by an extensive co-curricular programme.

Sherborne Girls is a full-boarding and day school for girls aged 11–18. It offers an empowering education that nurtures ambition, self-belief, and a strong sense of individuality. The curriculum spans GCSEs, A Levels, and BTECs, complemented by wide-ranging opportunities for personal growth, creativity, and co-curricular engagement.

Sherborne Prep is a co-educational day and boarding school for children aged 3–13. The school provides a warm and nurturing environment where curiosity, confidence, and foundational skills are developed for life, ensuring pupils are well prepared for the next stage of their education.

Hanford Prep is a day and boarding school for girls aged 7–13, set in the Dorset countryside. It offers a rural haven where girls can explore, grow, and build resilience in a joyful, character-rich setting, while achieving impressive results both in and beyond the classroom.

Sherborne International is a co-educational short-term boarding school for pupils aged 8–17. It specialises in English language teaching, subject support, revision, and preparation for UK schools, providing an engaging and supportive environment where pupils can quickly develop confidence and academic skills.

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, criminal record check and social media checks. All positions within the schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Fixed Term Teaching Assistant From 1 September 2026 to 3 July 2027

Principal Role

Sherborne Schools Group is seeking a to appoint a warm, vibrant and caring Teaching Assistant to work across the school at Sherborne Preparatory School. The successful candidate will work under the direction and supervision of class teachers and the Head of Learning Support to help promote effective learning and teaching While their primary place of work will be Sherborne Preparatory School the postholder will also be expected to contribute to and support initiatives across the wider Sherborne Schools Group. From time to time, they may be required to work at other schools or sites within the Group to meet the needs of the business. This role provides an exciting opportunity to play a central part in both the success of the individual school and the continued development of the Group as a whole....

Primary	Sherborne Preparatory School
Location:	You may be required to work at other schools or sites within the Group to meet the needs of the business.
Reporting to:	Head of Learning Support
Hours of Work:	12-13.5 hours per week. (Fixed Term Contract 1 September 2026 to 3 July 2027) Days of work will be Monday to Friday Flexibility in hours will be required on occasion to meet the demands of the post.

Core Responsibilities...

Supporting the quality of learning and teaching in the classroom by:

- Supporting literacy and numeracy development across a range of subject areas
- Supporting practical activities in and out of the classroom
- Supervising and supporting pupils while they undertake work set by the teacher
- Supporting children's activities e.g. by listening and talking with children, leading activities which practice skills, encouraging sharing, turn taking and co-operation
- Encouraging children's oral language development through relevant questioning and personal interaction
- Carrying out observations of individual pupils and groups where appropriate and providing feedback to the teacher
- Working closely with the Learning Support department to offer specific individual and group learning support programmes for pupils

Supporting the needs of pupils to effectively access the curriculum by:

- Building a positive relationship with pupils and supporting the school ethos

- Developing good teamwork with Class Teachers and other staff who are supporting pupils
- Preparing the classroom for aspects of the day's work e.g. setting up a particular area including the resources required
- Supporting children to engage in their classroom learning and make progress
- Providing appropriate praise and encouragement to pupils during tasks
- Supporting children working together to encourage teamwork and collaboration
- Helping with tasks where there are physical difficulties, whilst encouraging independence and safety
- Helping pupils to follow instructions and to find resources required with increasing independence
- Providing help for pupils in organising their work

Contributing to the quality of care and welfare of pupils by:
- Building good relations with pupils
- Encouraging good standards of pupil behaviour
- Supervising pupils during playtimes and lunchtimes
- Supervising pupils in after school clubs
- Supporting pupils within and outside the school, e.g. on educational trips, swimming lessons, sports events etc.
- Providing comfort and first aid for minor accidents, upsets or ailments
- Helping children who need support while encouraging independence
- Providing specific learning support for individual pupils or small groups of children as required

Contributing to the effective running of the school by:
- Providing classroom supervision and support, including cover for absent teachers where required
- Preparing classroom materials including photocopying resources, obtaining materials for specific lessons and setting out equipment as required
- Planning and constructing creative displays in conjunction with the Class Teacher
- Ensuring pupils' work is filed and stored correctly

Other responsibilities
- Undertake any other reasonable duties as required by the Head of Learning Support including providing support across Sherborne Schools Group schools as necessary.
- Contribute to the wider life of the Group, including events, initiatives, or projects that enhance collaboration between schools.
- Be flexible in place of work, and undertake duties at other Group schools or sites where required, in order to meet operational or strategic needs.
- Promote and uphold the values and ethos of Sherborne Schools Group in all professional activities, ensuring consistency across the community.

Duties - this is not intended to be a comprehensive list of the tasks that will be covered and other tasks will be undertaken at the direction of the Head of Learning Support

Person Specification…

	Essential	**Desirable**
Qualifications and Experience		• A recognised Teaching Assistant Qualification • Relevant Teaching Assistant Experience across Key Stages • Good numeracy and literacy

		skills • An understanding of SEND and ways to support children with additional needs
Skills and Abilities	• Ability to work in a team • Flexibility • Initiative • Good Communicator	
Personal Attributes	• Calm and Patience • Enthusiasm and a sense of humour • Strong commitment to the life of the School	

Training Requirement for the Teaching 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 by**	**Frequency of training**
Safeguarding (Child Protection) and Prevent Training	Within the first week of employment	As required
Induction training with Line Manager	Within the first week of employment	
GDPR	Within the first week of employment	As required
Display Screen Equipment (DSE) User	Within the first week of employment	As required
Fire Awareness	Within the first week of employment	As required
Manual Handling	Within the first week of employment	As required
Emergency First Aid at Work Training	Within the first term of employment	As required

Salary: Fixed-term salary of approximately £6,345.84 to £6,715.00 per annum (£12.75–£13.70 per hour, depending on experience and qualifications), based on approximately 12–13.5 hours per week for 38.6 weeks per year (including INSET), plus 5.6 weeks paid holiday (pro rata). Salary is paid monthly in arrears directly into a nominated bank account

Holidays: The postholder will be able to take all SPS holidays. Holiday cannot be taken during Sherborne Preparatory School term time. You may be required to work Bank Holidays that fall during term time.

Pension: The postholder will be able to join the Schools Pension Scheme. Where eligible the postholder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Director of Human Resources (Bursary).

Probationary Period:	In accordance with School policy, all appointments are subject to a six-month probationary period.
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.
Benefits	• Generous School Sick Pay scheme • Reduced membership a designated Sports Centre • Membership of the School library • Free onsite parking (subject to availability) • Lunchtime meal, during School term time for staff working a full day • Employee Assistance Programme offering free counselling / legal / medical support 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 via TES, please submit the online application form, available via the 'Quick Apply' button, by the closing date - please do not send in a curriculum vitae as we are unable to use them when short listing.

Alternatively, please download and complete the Sherborne Schools Group Application Form (Word document) available at https://www.sherborneschools.group/group-vacancies and return it to hr@sherborne.org

In the event of any queries please contact:

Human Resources
Sherborne School
Tel: 01935 810502
Email: hr@sherborne.org

Closing date for applications: 9.30am – Monday 1 June

Interviews likely to take place: Friday 12 June 2026

PLEASE INDICATE ON YOUR APPLICATION IF YOU ARE UNABLE TO ATTEND INTERVIEW DURING THIS TIME

Anticipated start date: 1st September 2026