



HEAD of ART DEPARTMENT to commence September 2019 or January 2020

Sherborne International (formerly International College, Sherborne School) was founded in 1977 as the International Study Centre. Its original mission was to help non-native English speaking boys from overseas to prepare to sit Sherborne School's entry examination. Initially the Centre was based at Greenhill House at the Green in Sherborne. The programme expanded and moved to its present, purpose-built campus at Newell Grange in 1991. Additional teaching facilities were opened in 1999, and a further teaching building has been in use since September 2005. Early in its history the Centre began to prepare boys for the entry examinations to other schools. Girls were also enrolled for the first time in 1996. Girls are accommodated on the Newell Grange campus (King's House). Boys are accommodated separately at a former Sherborne School boarding house (Westcott House) a short distance away. A further junior boys' house, Mowat House was opened in January 2011. There are currently (Summer term 2019), 77 boys and 47 girls on the roll. All students are full boarders, and so Sherborne International teaches a six-day week, which includes Saturday mornings. Other intensive courses are run from the campus and boarding houses at Easter and during the summer each year.

Although Sherborne International is owned by Sherborne School, it is registered with the Department for Education as a separate school. It is a full member of the Independent Schools Association. ISI completed a full inspection in January 2016, and a compliance inspection as recently as January 2019 where we were found to be fully compliant. It was also re-accredited as an International Study Centre by the British Council in October 2015. We have just completed an inspection (May 2019) and the report will be released in the late summer.

Sherborne International has its own campus and its own uniform. However, the mission of Sherborne International remains to prepare girls and boys from overseas to join the British independent school system, with students going on to well-known independent schools such as Uppingham, Cheltenham, Epsom, Harrow and Roedean. Students are taught in small groups, usually in classes of up to eight. There is heavy emphasis on English language improvement, general academic progress and cultural adjustment to the British educational system. Students typically stay at Sherborne International for one year, but some may stay for up to three years. There is a popular one-year GCSE programme which each year attracts more than fifty students.

It is the responsibility of any member of staff to promote and safeguard the welfare of children and young people for whom he/she is responsible, or with whom he/she comes into contact. He/she must adhere to and ensure compliance with the school's safeguarding policy statement at all times. If in the course of carrying out his/her duties, he/she becomes aware of any actual or potential risks to the safety or welfare of students in the school, he/she must report any concerns to the Designated Child Protection Officer (currently the Principal). For all remunerated and voluntary positions the school therefore seeks personnel who are suitable to work with young people, and who also share Sherborne International's commitment to student welfare.

Applicants for this post must be willing to undergo child protection screening, including satisfactory reference checks with previous employers, plus normal written references including one from any current/last employer. As Sherborne International, 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 & Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request.

THE POSITION

Responsible to: The Principal; Vice-Principal in day-to-day matters.

A teaching qualification is required, and a university degree expected. The successful candidate will be required to gain, at the expense of the School, a qualification to teach English to speakers of other languages such as the Cambridge TKT qualification or the Certificate in Teaching English to Speakers of Other Languages (Cert TESOL) unless he or she already holds the qualification. We offer tuition in these courses at Sherborne International.

Since all students at Sherborne International are non-native speakers of English, awareness of the needs of these students is essential. Previous experience of teaching non-native speakers is an advantage.

Teaching at Sherborne International takes place from Monday-Friday 0830h-1530h or 1615h and on Saturday mornings from 0830h-1210h, but the teaching year is usually only 34 weeks.

As a full-time teacher the post-holder will be expected to join the boarding house duty rota which may include duties such as supervision of prep, sports and other activities, or any other reasonable duty as directed by the House-parent or Principal.

1. As a Teacher of Art

- a) To contribute effectively to the teaching of the subject, with particular emphasis on the language and cultural barriers which may need to be overcome to make the subject accessible for students.
- b) To participate in the development of appropriate syllabuses, materials, schemes of work and programmes of study.
- c) To be familiar with and follow School and Departmental policies and procedures as set out in the current staff manual and the current Departmental Handbook.
- d) To exploit the opportunities offered by the subject for each student's personal, social and health education and their understanding of British values.

Other Duties.

- a) To carry out a share of supervisory duties in accordance with published schedules (including sport, if required)
- b) To participate in appropriate meetings with colleagues, parents and guardians
- c) To participate in performance review arrangements.
- d) To participate in INSET training.
- e) To join the School's team of minibus drivers, after appropriate training, and to agree to transport students to and from boarding houses and other local venues as necessary, and as the timetable allows.

2. As Head of the Art Department

The Head of the Art Department at Sherborne International is recognised as a leading practitioner in the subject. The post-holder is responsible for the leadership and organisation of the Department – in line with the policies and aims of the School. Departments are sections of Sherborne International, and so must support the School's primary objective of preparing boys and girls from non-British backgrounds to join the British educational system, as well as supporting all other School-wide policies.

Specific duties as Head of Department include:

a) Leadership

- To provide leadership and maintain a motivated, effective team.
- To provide a lead in the formulation and writing of the departmental handbook. To ensure policies within the handbook are reviewed at least annually and are revised when applicable. The handbook is to be produced electronically.
- To oversee and monitor the drawing up of syllabuses and programmes of study, including the selection of public examination syllabuses, and to ensure that all members of the department are fully informed, and are implementing them.
- To assess the ability in his/her subject of applicants to the Art Department, as required.

b) Organisation

- To enable all members of the department to contribute as fully as possible to the work of the team, making maximum use of the strengths of each individual.
- To allocate teaching and other responsibilities in the department and to be involved in the creation of individual job descriptions based upon these responsibilities.
- To ensure that high quality schemes of work and assessment, lesson plans and records are being kept.
- To oversee the ordering and management of resources, and to be responsible for the departmental budget.
- To organise regular, minuted, departmental meetings twice each term.
- To arrange appropriate teaching groups and to oversee the marking and moderation of coursework.
- To organise displays of student art around the School.
- To organise art-related trips and activities.

c) Academic Development

- To be aware of the professional aspirations of the members of the department, and to contribute as far as possible to their fulfilment (for example – and in conjunction with the Community Learning Manager – through INSET, guidance and the staff development programme).
- To provide academic guidance to new members of staff.
- To ensure that the members of the Art department are kept up-to-date with current developments in the subject.

d) Liaison.

- To work with the Examinations Officer to make arrangements for internal and public examinations.
- To liaise with the Health and Safety Officer re Health and Safety procedures.
- Many tasks will involve consultation with the Vice-Principal and reporting back to SMT through her.
- The Head of Department is also responsible for liaison with other parts of Sherborne International, representing the opinions of departmental colleagues, passing information to and from the department and promoting contact with other departments. In representing the subject in the School, the post-holder must be conscious of both the needs of the individual department and of the more general requirements and constraints of the School as a whole.

e) Accountability.

- To ensure that teaching practices and student learning are of the highest possible standard – level of work and language are appropriate, sketch books are both tidy and marked, classroom environments are stimulating and functional in line with School policy.

TERMS AND CONDITIONS

Conditions: Remuneration will be based on the Sherborne International teacher scale and will depend on qualifications and experience. Teachers at Sherborne International are automatically enrolled to the Teacher Pension Scheme. The teaching load for this full-time position is a maximum of 30 periods each week based on 45-minute periods and a 7 period day. There is no teaching on Tuesday and Thursday afternoons as full-time staff will be required to coach or supervise sport. All full-time teachers have either Tuesday or Thursday afternoon free in exchange for Saturday morning teaching. Holidays are to be taken during the usual School holiday periods. Lunch is provided, free of charge, in the School dining room.

Probationary Period: This position is subject to a 12-month probationary period.

Medical Fitness: The offer of employment is conditional upon the provision of a self-declaration of physical and mental fitness to discharge the responsibilities of the post.

Non-Smoking Policy:

It is the policy of Sherborne School (encompassing 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

Sports Centre Membership:

Reduced membership of the Sherborne School Sports Centre (including swimming pool, gym and classes) is available for all employees.

METHOD OF APPLICATION

Please fully complete and return the Sherborne International application form which is available at www.sherborne-international.org/vacancies or by contacting the Recruitment Manager – details below. *Please do not send in a curriculum vitae. Applications received that have sections crossed through marked 'see attached cv' will be returned.*

Applications should be submitted to:

Mrs Samantha Belgeonne, Recruitment Manager
Sherborne School
Abbey Road
Sherborne
DT9 3LF

Tel: 01935 810502
Email: hr@sherborne.org

Closing date for applications:

9.00 am on Wednesday 22 May 2019.
(E-mailed applications are acceptable).

Interviews are likely to take place:

during week commencing 3 June 2019.

It is anticipated that interviews will be held during week commencing 3 June 2019. Applicants who have not heard from the School by 3 June 2019 must assume that, on this occasion, their applications have been unsuccessful.