



SHERBORNE

Sherborne School (SS) is a boys' independent school situated in the shadow of Sherborne Abbey. Founded by Royal Charter in 1550, the school has roots going back to the origins of the See of Sherborne in 705.

There are eight boarding houses accommodating a total of about 600 boys (aged 13-18).

Sherborne Prep School (SPS) is a leading independent Prep School set within 16 acres in the town of Sherborne, Dorset and known for believing in children being children, encouraging inquisitiveness and curiosity and living the school values.

JOB DESCRIPTION

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 Disclosure and Barring Service.

Job Title:	Spanish Language Assistant
Contract:	Fixed term, term time only, September 2024 to June 2025
Location:	Modern Foreign Languages, Sherborne School
Reporting to:	Head of Modern Foreign Languages but will be directed by Head of Spanish in daily duties.
Hours of Work:	The post-holder is likely to work approximately 23 hours per week (18 teaching hours + 5 hours of work within the department or other areas of the School). To fulfil the demands of the post you may be required to be flexible in terms of working hours.
Salary:	The post-holder will be paid £11,055.53 for the fixed term period which will be divided into 10 equal amounts. Salary will be paid monthly in arrears direct into your nominated bank account and will usually be reviewed annually in September.
Holidays:	The Language Assistant is entitled to take holiday during the usual Sherborne School holiday periods; holiday cannot be taken during Sherborne School term time.

Accommodation: For the better performance of the Language Assistant's duties, accommodation will be provided rent free by the School during the period of employment. Heating, lighting and local taxes are included but the Language Assistant will be personally responsible for any tax levied by HMRC in respect of accommodation or other benefits. One main meal (lunch) may be taken free of charge in the school dining-hall on working days during term time.

Pension: The post-holder will be able to join the Sherborne School Support Staff Pension Scheme on the first day of the month after completion of two months service. Where eligible the post-holder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Head 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 School will be conditional upon the provision of a self-declaration of physical and mental fitness to discharge the responsibilities of the role.

**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 Child Protection Policy Statement. 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 Officers).

Main Purpose:

You will support the pupils' development of spoken language through individual and small group sessions.

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 Modern Foreign Languages and the Head of Spanish.

- Prepare and teach 45-minute lessons for individual pupils to develop their speaking skills in Spanish.
- Prepare a variety of materials to support the learning of individual pupils for use in conversation classes.
- Follow the scheme of work and exam specification for individual pupils taking GCSE and A level.
- Support teachers of Lower School classes by working with small groups of pupils to develop their speaking skills
- Provide a cultural insight into the Spanish speaking world for the pupils through teaching, participating in and planning Spanish Department enrichment events.
- Feedback regularly to the Head of Spanish on the progress of the pupils.
- Play a role in examining pupils in internal exams and mock speaking exams.
- Develop and maintain effective relationships with pupils, the Head of Spanish and Spanish teachers.
- Adhere to School policies and expectations.
- Work with teachers to support high standards of behaviour and progress.

Person Specification

	Essential	Desirable	Method of Assessment
Qualifications		<ul style="list-style-type: none"> • The post holder should have completed a university degree or be currently undertaking degree level study 	Receipt of the applicants certificates.
Experience		<ul style="list-style-type: none"> • Some experience of working or volunteering with young people. 	
Skills	<ul style="list-style-type: none"> • Strong interpersonal skills • The ability to work independently • The ability to get on with and understand the individual needs of pupils 		
Personal competencies and qualities	<ul style="list-style-type: none"> • A positive attitude 	<ul style="list-style-type: none"> • The Post holder is likely to be a 'native-level' speaker of Spanish. 	Application form Interview

The Spanish Language Assistant:

- Must comply with School policies and procedures
- Have an awareness of and display commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people.
- Will be required to attend training sessions arranged by the School.

Training Requirement for the Spanish Language 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
Working at Heights	Within the first week of employment	As required
Emergency First Aid at Work Training	Within the first term of employment	As required

METHOD OF APPLICATION

To apply via TES, please submit the online application form, available via the 'Quick Apply' button, by the closing date.

Alternatively, please download and complete the Sherborne School Group Application Form (Word document) available at <https://www.sherborne.org/about-sherborne/job-vacancies> and return it to hr@sherborne.org - *please do not send in a curriculum vitae as we are unable to use them when short listing*

In the event of any queries please contact: *Miss Emily Old, Recruitment Manager*
Human Resources
Sherborne School
Tel: 01935 810502
Email: hr@sherborne.org

Closing date for applications: 9.30am – Thursday 18 April 2024

Interviews likely to take place: During the week commencing Monday 29 April 2024

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

Anticipated start date: September 2024