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.

TEACHER – SUMMER COURSE 2027 (temporary role)

Contract:

Temporary contract for 2, 4 or 6 weeks (other periods at the discretion of the Academic Manager).

The courses run between Wednesday 7 July and Tuesday 17 August 2027.

Contract date options are:

- Wednesday 7 July to either Tuesday 20 July or 3, 17 August, or
- Wednesday 21 July to either Tuesday 3 or 17 August, or
- Wednesday 4 August to Tuesday 17 August.

Compulsory first Wednesday induction day included (5 paid hours).
Confirmed offers of employment are subject to final student numbers.

Location:

Sherborne Prep (Junior Programme) or Sherborne Boys School campus (Senior Programmes).

Reporting to:

The Academic Manager (Short Courses) or, in his absence, the Academic Assistant.

Remuneration/ Fixed Term Contract/ Holiday

The hourly teaching rate includes teaching, lesson preparation, marking and feedback to students, lesson plans and records, reports, meetings, training sessions, supervision duties, associated administration and any other reasonable related tasks additional to those teaching hours or as specified in the contract.

Returning: Qualified teachers with more than one year of full-time relevant teaching experience will be paid £31.50 per hour (equates to £661.50 per week if teaching a full 21-hour week), plus £157.50 for the contracted induction day. The hourly rate includes payment for all duties as outlined above and specified in "core duties" below.

New to Sherborne International:

- Qualified teachers with more than one year of full-time relevant teaching experience will be paid £30.00 per hour (equates to £630.00 per week if teaching a full 21-hour week) plus £150.00 for the contracted induction day. The hourly rate includes payment for all duties as outlined above and specified in "core duties" below.
- Newly-qualified teachers with less than one year of full-time relevant

teaching experience will be paid £27.00 per hour (equates to £567.00 per week if teaching a full 21-hour week) plus £135.00 for the contracted induction day. The hourly rate includes payment for all duties as outlined above and specified in "core duties" below.

Teachers are paid in arrears on the last banking day of each month direct into a nominated UK bank account.

Lunch may be taken in the school dining room on teaching days.

Teachers 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, and you are likely to be required to work on Bank Holidays that fall 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.

Hours of Work: Teachers will usually be required to teach up to 28 x 45-minute lessons per week, ie up to 21 hours per week, and will be paid for every taught hour, or part thereof.

Teaching hours (under 18s programmes): will fall between 0900 – 1500 on Fridays, Mondays, Tuesdays and Wednesdays**; 0900 – 1145 on Thursdays; 1000 – 1230 on Saturdays.

Teaching hours (Parent programme): will fall between 1000 – 1300 on Mondays and Fridays; 1400 – 1730 on Tuesdays and Thursdays; and 1400 – 1830 on Wednesdays**.

**First Wednesday will be induction (5 paid hours) and subsequent Wednesdays during the period of the contract will either require teaching between 0900 – 1500 (under 18s programme), or 1400-1830 (Parent programme), or will be a day off, subject to student numbers.

Some flexibility will be required on occasion to meet the demands of the post.

OUTLINE OF THE COURSES

Sherborne Summer Courses comprise:

- Intensive English plus Subjects (Junior and Senior Programmes)
- Pre-IGCSE/GCSE
- IGCSE/GCSE Mid-Course Booster
- Intensive Academic Programme (new to 2027)
- Parent Programme

1. The **Intensive English** plus Subjects is for students aged 8-17: wishing to enhance their English language skills, whether as complete beginners or advanced students; who plan to join a British Independent School and wish to improve their level of English in this context, including the

exposure to some elements of a more academic language through the subject lessons; and for those already at school in Britain but needing to improve their English language skills.

2. The **Pre IGCSE/GCSE** course gives students starting (or considering doing) IGCSE/GCSE courses, the support they need to acquire and improve skills vital to success. Students choose four subjects from English, biology, chemistry, physics, maths, computer science, business studies, history, geography and English literature. All students also attend drama classes. Lessons give an introduction to the kinds of content and skills each subject will need at I/GCSE level. Students should have minimum B1 level English.

3. The **IGCSE/GCSE Mid-Course Booster** is designed to give students who have completed Year 10 a confident and successful start to their final IGCSE/GCSE year by revisiting material covered in the last year, as well as looking ahead to Year 11. Students choose four subjects from: English, biology, chemistry, physics, maths, computer science, business/economics, history, geography and English literature. Lessons consolidate and revise key areas of content and skills from Year 10, boosting motivation and reducing stress. Students should have minimum B1 level English.

4. The **Intensive Academic Programme** is designed for students aged 15-17 with a minimum B2 level of English. Aimed at ambitious students in their final years of secondary education, it builds on skills required for top-tier university study. The programme combines the best parts of both A-level and IB systems to offer a well-rounded and deeply rewarding learning experience focussing on Advanced Mathematics, Academic Writing and Research, Critical Thinking and TOK, and Science – both practical and theoretical.

5. The **Parent Programme** offers parents or guardians the opportunity to participate in scheduled quality time with their child in Sherborne. They have the option to join an academic programme of 15 hours of English classes per week to develop greater fluency and confidence in spoken English. Sessions will focus on practical communication skills and enjoyable conversation in a relaxed environment.

NB:

- Teachers may be asked to teach a combination of the above courses, as appropriate.
- Classes and timetables cannot be confirmed until student numbers are known.

CORE DUTIES*:*

1. Attend one of the compulsory induction days (Wednesdays 7, 21 July or 54 August) immediately prior to starting teaching and as included in the contracted temporary fixed-term contract.

2. Produce or adapt a Scheme of Work*, prepare and teach a maximum of 28 lessons of 45 minutes (21 hours) per week to the prescribed high standards of Sherborne School; by selecting and sequencing appropriate materials, resources and approaches according to the course aims and learners' needs and expectations. Usual maximum is 8 students per class. *(* for Intensive English teachers this is to be aligned to the prescribed topics.)*

3. Provide academic advice, educational guidance and support to students.

4. Evaluate and mark students' work and provide relevant and timely feedback on achievement, progress, and developmental needs to students, academic and other managers/colleagues.

5. Keep a daily record of lessons in the lesson records folder on the teachers' shared Teams folder.

6. Write an informative report on each student's academic progress, including action points to follow, using the school's Resirva software.

7. Attend training sessions as required.

8. Attend the daily short briefing at 9.00am each teaching day.

9. Ensure students maintain their folders in an orderly, workable manner.

10. Give feedback on materials, courses and lessons to academic and other managers as required.

11. Adhere to the standards and procedures detailed in the Teaching Staff handbook.

12. Promote and safeguard the welfare of children and young persons you are responsible for / come into contact with during your period of employment.

13. With a class you teach, stage a short assembly of your choice (5-10 minutes) as requested by the Academic Manager or Academic Assistant.

14. There may be opportunities (optional) for teachers to work additional hours outside of their teaching hours and paid at the duty rate of £15.00 per hour - likely to include supporting formal social events. The rationale is for teachers to get to know their students outside of the classroom, integrate with other staff and provide students with a more authentic British boarding school experience.

15. DELTA-qualified teachers may be required to conduct teacher observations to help maintain a high standard of teaching, with students receiving well-planned, well-taught and relevant lessons – and provide teachers with appropriate verbal and written feedback.

Other responsibilities

- Undertake any other reasonable duties as required by the Academic Manager (Short Courses)
- 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 Academic Manager (Short Courses).

QUALIFICATIONS, EXPERIENCE and PERSONAL ATTRIBUTES REQUIRED

Essential:

- EFL teachers should be minimum CELTA or Cert TESOL qualified with two years of relevant experience.
- Subject teachers should have QTS.
- Subject teachers on the academic preparation courses should also have up-to-date knowledge of the target exam, the syllabus and the study habits and practical skills students need for success.
- All teachers should possess a friendly and approachable manner and energy, enthusiasm and commitment to the role.

Desirable:

- Experience of teaching international students.
- A knowledge and understanding of differing cultural values and issues.

Training Requirement for Teachers – 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
Safeguarding (Child Protection)	On the first day of employment
Induction training with Line Manager	On the first day of employment
Prevent training (required every 3 years)	Online, one-hour modules, to be completed prior to, or on first day of employment (paid at £15 per hour in addition to contract pay)
Allergy Awareness Training	
GDPR in Education (teachers new to Sherborne only)	

Accommodation: Basic accommodation (in school boarding houses away from students) is available for teachers at a nominal charge of £45.00 per week. Please advise at interview if accommodation will be needed.

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

- Holiday pay
- Reduced membership of Sherborne Boys' Sports Centre

- Free onsite parking
- Lunchtime meal on teaching days

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: Simon Larkin, Academic 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