



SHERBORNE



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INTERNATIONAL

JOB DESCRIPTION

Sherborne Summer aims to give each student a great experience and happy memories. The courses are for students aged 8 – 17 from several countries to develop their use of English. They get a taste of life at a British boarding school and as well as classes in English and drama, they have several other subjects such as history, science, maths and computing. Some students follow academic courses at IGCSE or A levels/IB Diploma. The course has a strong 'fun' element in a caring, friendly environment: tutors supervise an extensive range of sports, activities and events to keep the students entertained and busy when out of class.

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 DBS.

Job Title:

RESIDENTIAL TUTOR

Contract:

Temporary Contract for a maximum of 8 weeks from 3 July 2023. Compulsory training days will make up 2 days of employment. Course weeks run Wednesday to Wednesday and the final departure day is 23 August.

Offers of employment are subject to the course being able to run and final student numbers.

Location:

Sherborne International

Line Manager:

Residential Tutors are line managed by a Senior Tutor but ultimately report to the Director of Short Courses, but may take direction from the Pastoral Lead also.

Remuneration:

£10.50 per hour (*to be reviewed in April 2023*) on a shift pattern of 48 hours per week. However, as this is a residential position, there may be occasions which require you to work outside of the rota.

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.

Meals may be taken in the school dining room during working shifts.

<i>Holiday:</i>	In view of the requirements of the course, holiday leave cannot be taken during this period of temporary employment. Residential Tutors are entitled to receive a pro-rata holiday entitlement of 5.6 weeks per annum which will be paid after the end of the fixed term period based on an average weekly amount of the period worked.
<i>Hours</i>	In your capacity as a Residential Tutor you are likely to be on duty for 48 hours per week. However, as this is a residential position there may be occasions which require you to work outside of the rota.
<i>Probationary Period:</i>	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.
<i>Medical Fitness:</i>	Any offer of appointment is conditional upon a self-declaration of physical and mental fitness to carry out the responsibilities of the role.
<i>DBS Disclosure (Police Check)/References:</i>	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.
<i>Post-holder's Responsibility:</i>	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 or who attend the courses, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officer).

CORE DUTIES

The Residential Tutor;

- lives in a boarding house with the students, and is responsible for their safety, supervision and general welfare; taking regular attendance and attending regular house meetings.
- will provide a high standard of care and supervision in the boarding house and maintain a good working relationship with the team of house staff (Senior Tutor, Residential Tutors and Domestic Staff) in the efficient organisation and running of the house.
- sets a high standard of behaviour, dress and punctuality at all times.
- follows the instructions of the Senior Tutor to ensure the efficient running of the boarding house.

- supports the house staff to ensure the boarding house is prepared ready for the arrival of students at the start of the courses, that a full check has been completed with a comprehensively recorded detail of the condition of all rooms and areas of the house at the start of the courses.
- ensures that incident and accident reports are completed and appropriately filed, that house logs, sign out lists, evacuation reports, registration lists etc are maintained and up to date.
- must be residential in the house every evening, except on their day off and supports the arrangements at bedtime and waking up time for students.
- supports the writing of end of course house reports for the students in their care.
- may be required to liaise with parents by phone, to respond to questions raised by parents.
- may call in Matron at any time outside surgery hours for any urgent medical problem, which a student may have.
- supports the pastoral care and student discipline in the boarding house, ensuring that any serious incident or breach of discipline by a student is reported to the Senior Tutor.
- should liaise with the domestic team, to ensure that any damages are reported and dealt with, any repairs effected, and that the house and rooms are maintained, clean and tidy and in good working order.
- ensures that any relevant COVID-19 guidance is adhered to and manages and reports any breaches appropriately.

Training Requirement for Residential Tutors – this list is not exhaustive, and the post holder may be required to undertake other training as required by the School

Training	When
There is a compulsory two-day induction (paid) for all staff. Irrespective of the weeks worked, attendance on these days is required.	Monday 3 rd July Tuesday 4 th July
Safeguarding (Child Protection) and Prevent Training	During induction days
Health and Safety Essentials	Induction days or online
Training with Line Managers	Induction days and in daily meetings
First Aid Training is likely to be offered at some stage before or during the employment	During induction days

PERSONAL ATTRIBUTES REQUIRED

Essential:

- A friendly and approachable manner
- Energy, enthusiasm and commitment to the role
- A quick thinker with the ability to work independently and remain calm under pressure
- Excellent communication skills
- A willingness to learn and undertake a wide range of skills and tasks
- A desire and interest in working with young people
- A willingness to work as a team, and be able to work proactively

- 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)

Desirable:

- Experience of working with young people
- A knowledge and understanding of differing cultural values and issues
- Previous experience working on a Sherborne International Summer or Easter Course (or equivalent course elsewhere).
- Previous experience working at a boarding house in a school environment
- In date first aid qualification

TERMS AND CONDITIONS

Non-Smoking Policy:

It is the policy of Sherborne School Group (encompassing Sherborne School, Sherborne Preparatory School, 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. The use of e-cigarettes or similar is treated in the same way as real cigarettes and falls within this policy.

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 three 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 HR (Bursary).

Method of Application

Please complete the Sherborne School Group Application Form and submit to hr@sherborne.org by the closing date.

In the event of any queries please contact: *Dave Shaw, Director of Short Courses*
Sherborne School, Abbey Road, Sherborne
DT9 3LF
Tel: 01935 810502
Email: david.shaw@sherborne.org

Closing date for applications: **9.00am Friday 31 March 2023**

Interviews likely to take place: **Shortly thereafter**