



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 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:	SENIOR TUTOR (residential)
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:	Senior Tutors are line managed by the Director of Short Courses but will work closely with the Pastoral Lead on a day by day basis and may take direction from them.
Remuneration:	£12.91 per hour 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. Senior 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 contract period.
<i>Hours</i>	In your capacity as Senior 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. You will therefore be required to sign a Working Time Agreement if offered the role.
<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 on the courses, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officer).

CORE DUTIES

The Senior Tutor;

- lives in a boarding house with the students, and is responsible for their safety, supervision and general welfare; taking regular attendance and holding regular house meetings.
- provides a high standard of care and supervision in the house, to supervise and maintain a good working relationship with the team of house staff (residential tutors and domestic staff) in the efficient organisation and running of the house.
- is expected to set a high standard of behaviour, dress and punctuality at all times and to ensure that house staff exhibit similar high standards.
- is responsible for ensuring the 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.
- delegates duties in the boarding house to other tutors.
- must be in the house every evening, except on their day off and is responsible for the arrangements at bedtime and waking up time for students.
- is responsible, with the tutors, for 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.
- is responsible for pastoral care and student discipline in the house, ensuring that any serious incident or breach of discipline by a student is reported immediately to the pastoral lead.
- 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, calling in the estates department as appropriate.
- is responsible for ensuring all rooms are checked for damages against the condition at the start of the courses and for ensuring that the house is handed back at the end of the courses in excellent order, to the minimum of the standard at the start of the courses.
- ensures that any relevant COVID-19 guidance is adhered to, and any breaches are reported or resolved appropriately.

Training Requirement for Senior 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
Fire Marshal	During induction days and online
Health and Safety Essentials	Induction days or online
Training with Line Manager	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 young people

