



SHERBORNE



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INTERNATIONAL

JOB DESCRIPTION

Sherborne Summer Courses are for students aged 8 to 17 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 and aim to give students a positive and supportive learning experience.

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:	SUMMER COURSE ACADEMIC ASSISTANT (temporary role)
Contract:	Temporary contract for a maximum of 8.5 weeks from *23 June to 19 August 2025, to include training, induction and preparation. <i>*An alternative start date may be offered depending on course uptake.</i> Course weeks run Wednesday to Tuesday from 2 July to 19 August 2025. Offers of employment are subject to the course being able to run and final student numbers.
Location:	Sherborne Newell Grange Campus or Sherborne School Main Campus.
Line Manager:	The Academic Assistant will report to the Academic Manager who will direct in daily duties.
Remuneration:	Hourly rate of £31.50 to be claimed on a timesheet authorised by the Academic Manager. Salaries are paid monthly in arrears, directly into a nominated UK bank account.
Holiday:	You are entitled to receive a pro-rata holiday payment of 5.6 weeks per annum. This will be paid at the end of the contract.
Medical Fitness:	Any offer of appointment is conditional upon a self-declaration of physical and mental fitness to carry out the responsibilities of the role.
Hours of Work:	Usually 37.5 hours per week, likely to fall between the hours of 0830 – 1700 Monday to Friday and Saturday 0845 – 1245. Some flexibility will be required on occasion to meet the demands of the post.

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.

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 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) or one of the DDSLs.

OUTLINE OF THE COURSES

Sherborne Summer Courses comprise four courses:

- Intensive English plus Subjects
- Pre-IGCSE/GCSE
- IGCSE/GCSE Mid-Course Booster
- Pre-A Level/IB Diploma

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 in order 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 Pre-A Level or IB Diploma is designed to help students settle into their courses quickly and confidently. Students choose four subjects from English, biology, chemistry, physics, maths, history, geography, business/economics, English literature; IB skills including TOK and Extended Essay. Lessons cover the basic components and techniques of each subject, plus the style of working at this level. Students should have minimum B2 level English.

The Academic Assistant will work closely with the Academic Manager to support them in their duties to maintain the high standard of educational provision offered to students attending the summer course and help with the effective management of teaching staff.

CORE DUTIES:

- As a DELTA-qualified practitioner, conduct or oversee the necessary class observation/appraisal activities to ensure that a high standard of teaching is maintained, with students receiving well-planned, well-taught and relevant lessons. Ensure that teachers receive appropriate verbal and written feedback on their teaching.
- Along with the Academic Manager and other members of the Short Course Management Team, support the preparation of documentation for parents, students and teachers, including student reports.
- Assist the Academic Manager to establish, review and oversee short course syllabuses and schemes of work.
- Co-ordinate with the Academic Manager so that teachers and resources are appropriately assigned to provide the best programme for students.
- Troubleshoot and resolve issues that arise over any aspect of the academic programme, in consultation with the Academic Manager/ Short Course Management Team, as appropriate.
- Plan other aspects of the course such as excursions or local visits and ensure that the educational programme coordinates logically and smoothly with them.
- Together with the Academic Manager, manage the teachers in such a way as to maintain a positive atmosphere amongst the academic staff and between other staff working on the short courses.
- Arrange and support arrival testing of students.
- Ensure students are allocated to the correct class level, making any changes and responding sensitively to requests for changes as appropriate.
- Ensure that class lists are accurate and properly displayed.
- Support teachers in attendance, behaviour management, recording minor incidents and referring recurring or major issues as appropriate to the Academic Manager.
- Deal with day-to-day problems as they arise and with student and staff enquiries on academic matters.
- Support the Academic Manager to ensure all reports and certificates are completed and issued.
- Ensure that accurate teaching and student academic records, including attendance and merits, are maintained and securely stored.
- Arrange cover and teach as standby if required during the short courses.
- Discharge the above in line with the expectations of inspecting/accrediting bodies such as the British Council.
- Complete academic staff timesheets.
- Assist with the induction, meeting and greeting of new student arrivals.
- Help support the compulsory induction days for teachers (Wednesdays 2, 16, 23, 30 July and 6 August).

- Working with the Academic Manager, devise a daily assembly rota and work with the teaching faculty to ensure topics covered are suitable, well presented and documented to ensure compliance with our accreditors.
- Attend and, where appropriate, contribute to the daily short teacher briefing at 09.00 hours each teaching day.
- Promote and safeguard the welfare of children and young persons you are responsible for / come into contact with during your period of employment.
- Do lunch or break supervisory duty, usually no more than 45 minutes per week.

Person Specification:

Qualifications	Essential	Desirable
DELTA or equivalent	x	
Experience	Essential	Desirable
Previous experience working in summer schools or similar structures		x
Previous experience of teaching international students	x	
Previous experience contributing to, and shaping, policies and processes		x
Skills and Personal attributes	Essential	Desirable
Strong written, oral, interpersonal and communication skills	x	
A competent user of IT, including MS Word and Excel	x	
Highly organised with an ability to focus on and complete tasks	x	
A confident public speaker	x	
Ability to effectively manage staff	x	
Ability to remain calm under pressure	x	
Use of tact and discretion and ability to keep confidential any personal and sensitive information	x	
A keen an eye for detail	x	
Energy, enthusiasm, self-motivation and commitment to the role	x	
Ability to work flexibly and adapt to changing requirements	x	
The ability to work autonomously and take ownership of any issues	x	
A knowledge and understanding of differing cultural values and issues		x
Other duties required by all School staff	Essential	Desirable
Commitment to safeguarding and promoting the welfare of children and young people	x	
Always observe health and safety procedures and safe working practices	x	
Adhere to the Staff Code of Conduct as a representative of the School and comply with all School policies and procedures	x	
To comply with the requirements of the General Data Protection Regulation. It is the responsibility of all staff to protect data and to take all reasonable steps to ensure data are kept securely	x	
Undertake any other duties as required by the Director of Short Courses or Academic Manager, which are commensurate with the level of your post, to meet the changing needs and demands of the School	x	

Training Requirement for Academic 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
Safeguarding (Child Protection)	On the first day of employment
Induction training with Line Manager	On the first day of employment
Health & Safety Essentials (required annually)	Online, all one-hour modules, to be completed prior to or on first day of employment (paid at £15 per hour in addition to contract pay)
Prevent training (required every 3 years)	
Fire Marshal	
GDPR in Education (staff new to Sherborne only)	

TERMS AND CONDITIONS

Non-Smoking Policy:

It is the policy of Sherborne Schools Group 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:

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).

Method of Application

To apply, please either use the Quick Apply button on TES or, alternatively, complete the Sherborne Schools Group Application Form and return it to hr@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.