



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:	Summer Events and Excursions Supervisor
Contract	Temporary Contract for a maximum of 8 weeks from 3rd 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 rd August. Offers of employment are subject to the course being able to run and final student numbers.
Location:	Sherborne International
Line Manager:	The Summer Events and Excursions Supervisor is line managed by the Short Course Director, but may take direction, and will work closely, with the Pastoral Lead.
Remuneration:	£11.50 per hour. Typical shifts could be 42 hours per week. Hours worked until approximately the 20 th of the month will be paid in arrears on the last banking day of each month direct into a nominated UK bank account. Lunch/dinner may be taken in the school dining room during working shifts (packed lunch will be provided whilst on excursions).

Holiday:

In view of the requirements of the course, holiday leave cannot be taken during this period of temporary employment.

The Summer Events and Excursions Supervisor is entitled to receive a pro-rata holiday entitlement of 5.6 weeks per annum which will be paid after the end of the contracted period.

Hours of Work:

The Summer Events and Excursions Supervisor's likely hours will be:

Monday – Day Off

Tuesday – 4pm – 10:30pm

Wednesday – Day Off

Thursday – 11am – 10pm

Friday – 4pm – 10:30pm

Saturday – 4pm – 10:00pm

Sunday – 8:30am – 08:30pm

Some flexibility may be required, on occasion, to meet the demands of the role (for example if an excursion returns late).

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 Fitness:

Any offer of appointment is conditional upon a self-declaration of physical and mental fitness to carry out 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 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).

OUTLINE OF THE COURSES

The work of the non-residential and residential staff is to look after the students whenever they are not in class.

Pastoral staff must put the welfare and well-being of the students as their top priority in every aspect of their work. This includes compliance with health and safety aspects. Supervising and looking after the welfare of youngsters when they are in your care demands a high level of focus and responsibility.

CORE DUTIES

The Summer Events and Excursions Supervisor is required to perform the duties as listed below, and anything else as the course requires

- Put together the evening entertainment schedule for the period of the summer course, working closely with the pastoral team to ensure events are staffed appropriately.
- Act as compère, ensuring events are well attended, engaging and that students have the best possible time (while maintaining the behavioural standards expected of students on the summer course)
- Deal with any student behavioural issues appropriately, calling in support from the relevant staff if required.
- Ensure all events are suitably planned/costed/risk assessed.
- Ensure JCR events are publicised, and that students and staff understand what is expected of them.
- Ensure all spend is approved and signed off by the Director of Short Courses before it has been committed.
- Ensure the smooth and safe running of all excursions by;
 - Attending all excursions/trips
 - Ensuring all excursions are suitably risk assessed and that staff and students understand what is expected of them at all times
 - Deal with or report issues appropriately
 - Co-ordinate schedules with coach company/catering team/house staff/venues as appropriate
 - Ensure that packed lunches have been provided and issued
 - Liaise with Matron to ensure travel buckets and medication have been factored in for all trips.
 - Delegate authority and ensure that support staff who attend trips are behaving appropriately
 - Be responsible for all registers
- Provide a high level of supervision and care of students at all times.
- Interact with a variety of students, engaging in friendly conversation and encouraging them to use English, motivate students to participate and get involved in activities.
- Look out for, comfort and inform residential tutors about students who may feel homesick, sad or unwell, or who face other problems or difficulties
- Help prepare for and tidy up after events and activities and look after any equipment involved.
- Ensure you and the students comply with any COVID-19 related protocols that might be in place and inform the appropriate staff of any breaches to guidelines.
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Training Requirement for Summer Events and Excursions Supervisor – 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 may be offered at some stage before or during the employment	During induction days
Evolve system training	Upon appointment

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
- A desire and interest in working with young people
- A willingness to work as a team, and be able to work proactively
- Excellent communication skills
- Confident speaking in front of groups and taking the lead in challenging situations
- Previous experience hosting or supporting excursions/off-site activities
- Events experience
- 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
- Experience writing risk assessments, or working within a risk managed environment

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**