Sherborne is a boys’ independent school in England, founded by Royal Charter in 1550, but with roots going back to the origins of the See of Sherborne in 705. At present there are eight boarding houses containing boys (aged 13-18), most of whom are boarders. The school offers an all-round education with a strong academic focus. Academic standards are high; with nearly all the boys leave with three or more A-levels and at least 95% going on to higher education.

More information about Sherborne School can be found via our website on www.sherborne.org and application forms can be found at http://www.sherborne.org/vacancies. Adrian Ballard, the Head of the Foundation is more than happy to answer any questions you may have or talk informally about the scheme and the School on +44 1935 810556 or via aballard@sherborne.org

Our close links with Sherborne School for Girls, which is within easy walking distance, ensures that Sherborne will remain an all boy’s school in the foreseeable future. There is some joint teaching in the Sixth Form as well as many other valuable links between the two schools.

**JOB DESCRIPTION**

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 UK child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service and the US State Department.

**Job Title:** FOUNDATION FELLOW  
Fixed term appointment September 2018 until July 2019

**Location:** Sherborne School

**Reporting To:** Head of Department, Sherborne School

**Hours of Work:** During School term time you must attend personally to such duties during such hours, including out of School hours, as Head of Department may reasonably direct. It is envisaged, however, that your normal working week should not exceed 35 hours.

**Holidays:** You will normally take all Sherborne School annual holidays except for the full weeks prior to and following the beginning and end of each term, as required by the Headmaster. You will be expected to work your normal daily routine on a Bank Holiday (Public Holiday) when the School is working.
Salary: £18,000 GBP FTE per annum (which is currently US$ 24,300 CAD 31,304 as at December 2nd 2017) – The post holder will receive £1,500 per month from September 2018 until July 2019, paid monthly in arrears direct into your nominated bank account.

The post holder will be required to obtain a National Insurance number once they arrive in the UK.

Principal Role: The present vacancy is for a Foundation Fellow to work at the School for the academic year 2018-9, involved with teaching, tutoring, other duties and any areas of the school in which the individual has a particular interest or expertise. The job is designed to give recent graduates an opportunity to gain experience of living and working in a boarding school environment or seeking work experience before embarking on a teaching career. We are seeking confident, well-rounded personalities.

Post-holder’s Responsibility: You share with all School 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 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).

The main duties required of the Foundation Fellow are:

1. Teaching – some teaching and assisting in the appropriate department as well as covering for absent colleagues. We would hope to give some training and the opportunity for team teaching and lesson observation.

2. Tutoring – each assistant will be attached to one of the boarding houses, will do some tutoring of boys and supervise duties one evening per week and at weekends. As part of the boarding house team you will be required to provide cover in the boarding house when additional staff are required.

3. There will be plenty of opportunities to help with coaching, directing and supervising in all of the many groups on offer at Sherborne.

4. Weekend Duties – the Foundation Fellows should expect to be involved with concerts, services and rehearsals on most weekends during the term in addition to possible other School supervision duties.

5. The exact nature of a Foundation Fellow’s commitment depending on the Fellow’s skills and interests will be negotiated on an individual basis.
Foundation Fellows are on ‘stand by’ to assist house staff in the event of staff absences, or when additional staff are required etc.

These duties are not intended to be comprehensive and other tasks and projects will be undertaken at the direction of the Head of Department.

The Michaelmas Term begins on Monday September 3, 2018 however you will be required to attend an induction of new staff on Thursday August 30 and Friday August 31, 2018. Foundation Fellows are normally required to be at School at least the day before each term starts. The year finishes on Saturday June 29, 2019 and there are half-terms and exeats throughout the three terms. Foundation Fellows will be required to be in residence in Sherborne during term time, and as with any member of staff, leave of absence has to be applied for to the Headmaster. Participation in staff meetings is invited.

**Essential Qualifications and Experience**
The successful post holder will hold, or be studying towards, the equivalent of a UK Bachelor’s degree.

**TERMS AND CONDITIONS**

**Medical Report:**
The offer of appointment at Sherborne School will be conditional upon the provision of a medical report, which satisfies the senior School Doctor.

**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 two 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).

**Sports Centre Membership:**
Membership of the Sherborne School Sports Centre (including swimming pool, gym and classes) is available for all employees.

**Certificate of Good Behaviour:**
You are required to provide a copy of and bring the original document of your Certificate of Good Conduct; this is issued from your Country of residence. In addition, the School will be responsible for carrying out an Enhanced Disclosure from the Disclosure and Barring Service, please ensure that along with your passport you bring another original form of photographic identification (i.e. Driving Licence).

**References:**
The School is responsible for obtaining 2 satisfactory written references that meet the required guidelines. Please ensure your referees are aware they will be contacted and are able to respond promptly.

**Training:**
You will be given suitable training to enable you to satisfactorily undertake your duties and any other training as felt appropriate by the School. In addition, this will include appropriate Health & Safety training, as well as first aid training if required and Safeguarding (Child Protection) and Prevent Training.

**Visa:**
Appointments are offered subject to successful application for a Tier 5 Internship (UK).
**Accommodation & Board:**
For the better performance of duties, the US Foundation Fellow accommodation will be provided rent free by the School during the period of employment. Heating, lighting and local taxes are included but the Foundation Fellow will be personally responsible for any tax levied by the Inland Revenue in respect of accommodation or other benefits.

You are expected to treat the School accommodation with respect and leave it in a clean and reasonable (fair wear and tear accepted) condition when you leave. You will have £10 per month deducted from your salary (from September to June) as a deposit against damage or for cleaning etc. This accommodation will be checked before your departure, and if felt necessary, a deduction will be made from your deposit of £100.00 to reflect works required/replacements etc. The remainder of your deposit will be paid to you in July with your final salary.

Meals may be taken free of charge in the school dining-hall during term time (breakfast, lunch and dinner). During holiday periods the Catering Department will be closed and therefore no meals will be provided, however your shared accommodation has a kitchen.

<table>
<thead>
<tr>
<th>Training</th>
<th>To be completed by</th>
<th>Frequency of training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safeguarding (Child Protection) and Prevent Training</td>
<td>Before employment commences</td>
<td>Every year</td>
</tr>
<tr>
<td>iSAMS Training</td>
<td>When employment commences</td>
<td></td>
</tr>
<tr>
<td>Emergency First Aid Training</td>
<td>Within the first term of employment</td>
<td>Every 3 years but offered annually</td>
</tr>
<tr>
<td>Fire Awareness</td>
<td>Within the first term of employment</td>
<td>Every 3 years</td>
</tr>
<tr>
<td>Manual Handling</td>
<td>Within the first term of employment</td>
<td>Every 3 years</td>
</tr>
<tr>
<td>Display Screen Equipment (DSE) User</td>
<td>Within the first term of employment</td>
<td>Every 3 years</td>
</tr>
<tr>
<td>Inset Training</td>
<td>At the start of term (or as required by the Headmaster)</td>
<td>Termly</td>
</tr>
</tbody>
</table>
METHOD OF APPLICATION

Please complete the Sherborne School Application Form and return to the Recruitment Manager.  

*Please do not send in a curriculum vitae as we are unable to use them when short listing*

In the event of any queries please contact:  

Mrs Samantha Belgeonne – Recruitment Manager  
Sherborne School  
Abbey Road  
Sherborne  
Dorset  
DT9 3LF  
Tel: 01935 810502  
Email: hr@sherborne.org

**Closing date for applications:**

**Skype Interviews due to take place:**

**Start date:** 1 September 2018