



## SHERBORNE

### **Internship - FOUNDATION FELLOW for 2019-20.**

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](http://www.sherborne.org) and application forms can be found at [www.sherborne.org/vacancies](http://www.sherborne.org/vacancies). Samantha Belgeonne, the Recruitment Manager, is more than happy to answer any questions you may have or to talk informally about the scheme and the School on +44 1935 810502 or via [hr@sherborne.org](mailto:hr@sherborne.org)

Sherborne is committed to boys' education and we are proud to be a successful all boys boarding school. However, we also enjoy close links with Sherborne Girls, which ensures that pupils from both schools are able to mix socially, attend clubs and societies together, and make friends with each other.

### **ROLE DESCRIPTION**

We are looking for a resourceful, imaginative and adaptable intern to join the school for an academic year. We will accept applications from students from any discipline, but we are particularly interested in graduates with specialism in mathematics or science.

The intern will be based predominantly within one academic department and will work closely with boys from 13 to 18 years old, helping them to develop their skills and confidence but also inspiring them with their passion for their subject.

The intern must want to work with young people and will gain valuable experience in teaching, either by taking the lead with lessons or through a programme of team-teaching. A willingness to offer clubs, societies and other such activities is also highly desirable. The post is mostly supernumerary and we envisage that the successful applicant will spend some time each week developing opportunities to enrich the teaching by offering creative initiatives for young people outside of the normal schedule of lessons.

## 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 internship 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.

|                                 |   |
|---------------------------------|---|
| <b>Role Title:</b>              | <b>FOUNDATION FELLOW (Internship)<br/>September 2019 until end June 2020</b>  |
| <b>Location:</b>                | <b>Sherborne School</b>   |
| <b>Reporting To:</b>            | Head of Department, Sherborne School  |
| <b>Hours of Work:</b>           | During School term time the intern 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 the normal working week should not exceed 35 hours.  |
| <b>Holidays:</b>                | The intern 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. The intern will be expected to work the normal daily routine on a Bank Holiday (Public Holiday) when the School is working.  |
| <b>Remuneration:</b>            | A <i>pro-rata</i> of £18,000 GBP FTE per annum (which is currently US\$ 24,300 CAD 31,304 as at December 2 <sup>nd</sup> 2017) – The intern will receive £1,500 per month for the 10 month period September 2019 until June 2020, paid monthly in arrears direct into a nominated bank account. The intern will be required to obtain a National Insurance number on arrival in the UK.   |
| <b>Principal Role:</b>          | This Internship is for a Foundation Fellow to work at the School for the academic year 2019-20, involved with teaching, tutoring, other duties and any areas of the school in which the individual has a particular interest or expertise. The internship 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. |
| <b>Intern's Responsibility:</b> | 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 Intern 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 – the intern 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 the intern 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 Fellow Intern 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 Intern's commitment depends on the intern's skills and interests and will be negotiated on an individual basis.

Foundation Fellow Interns 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 Tuesday September 3, 2019. However, the intern will be required to attend an induction of new staff on Thursday August 29 and Friday August 30, 2019. Interns are normally required to be at School at least the day before each term starts. The year finishes on Saturday July 4, 2020 and there are half-terms and exeat throughout the three terms. Foundation Fellow Interns 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 intern will hold, or be studying towards, the equivalent of a UK Bachelor's degree.

## **TERMS AND CONDITIONS**

### ***Medical Fitness:***

The offer of an internship at Sherborne School will be conditional upon the provision of a self-declaration of physical and mental fitness to discharge the responsibilities of the role.

***Pension:***

The intern 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 intern 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, including interns.

***Certificate of Good Conduct:***

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 Intern accommodation will be provided rent free by the School during the period of the internship. Heating, lighting and local taxes are included but the intern will be personally responsible for any tax levied by the Inland Revenue in respect of accommodation or other benefits.

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

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 the shared accommodation has a kitchen.

| <b>Training</b>                                      | <b>To be completed by</b>                                | <b>Frequency of training</b>       |
|--|--|------------------------------------|
| Safeguarding (Child Protection) and Prevent Training | Before internship commences                              | Every year                         |
| iSAMS Training                                       | When internship commences                                |                                    |
| Emergency First Aid Training                         | Within the first term of internship                      | Every 3 years but offered annually |
| Fire Awareness                                       | Within the first term of internship                      | Every 3 years                      |
| Manual Handling                                      | Within the first term of internship                      | Every 3 years                      |
| Display Screen Equipment (DSE) User                  | Within the first term of internship                      | Every 3 years                      |
| Inset Training                                       | At the start of term (or as required by the Headmaster ) | Termly                             |

#### **METHOD OF APPLICATION**

Please complete the Sherborne School Application Form and return to Mona Villa-Sgobbo by email at msgobbo@princeton.edu. ***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  
Tel: 01935 810502  
Email: hr@sherborne.org***

**Closing date for applications:**

**5pm (UK time) on 13 February 2019**

**Skype Interviews due to take place:**

**during week commencing 25 February 2019**

Start date:

**1 September 2019**