



SHERBORNE SCHOOLS GROUP

Sherborne Schools Group (SSG) is a dynamic family of schools offering an exceptional education for girls and boys aged 3–19, across both day and boarding provision. Formed in 2024 through the merger of Sherborne Girls and Sherborne Boys, the Group now comprises Sherborne Girls, Sherborne Boys, Sherborne Prep, Hanford Prep, Sherborne International, and a number of trading companies. Together, these schools provide a rich and cohesive educational journey within the beautiful town of Sherborne and surrounding Dorset countryside.

Each school retains its distinctive identity, traditions, and community spirit, while also benefiting from the opportunities and resources of being part of a larger group. Today, SSG educates 1,280 pupils in the UK, supported by a dedicated team of staff. Our international reach continues to expand through Sherborne Schools Worldwide, with six schools established across Qatar and Jeddah, and a new school opening in Riyadh in 2026.

At the heart of SSG lies *The Sherborne Difference*: our commitment to transformative education that blends academic excellence with character development, wellbeing, and innovation. Through this, we prepare our pupils not only to succeed, but to lead, inspire, and make a positive impact in an ever-changing world.

Sherborne International provides short academic courses throughout the Spring and Summer holidays for British and international boys and girls aged 8-17. It specialises in teaching English as an Additional Language, subject support, revision, and preparation for UK schools, and provides an engaging and nurturing environment where pupils can quickly develop confidence and academic skills.

Sherborne Spring Courses aim to give students a positive, memorable learning experience and support them in achieving the best results they can in their GCSE/IGCSE or A-level exams. These high-quality and effective courses are organised and run by Sherborne International, part of Sherborne Boys

JOB DESCRIPTION

Sherborne Schools Group Recruitment and Selection Policy Statement

Sherborne Schools Group 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 Disclosure and Barring Service.

INTENSIVE ENGLISH TEACHER - SPRING COURSES

Contract: Temporary Contract between 6 and 17 April 2026, subject to student numbers:

- One-week contracts from 6 to 10 April and/or 13 to 17 April.
- Two-week contract from 6 to 17 April

Primary Location: Sherborne International, Newell Grange campus

Reporting to: The Academic Manager (Short Courses)

Remuneration/Contract/Holiday The hourly rate is based on a 5-day week, Monday to Friday, of typically covering a timetable of up to 15 x one-hour lessons, and: lesson preparation; marking and feedback to students; lesson plans and records; reports; meetings; associated administration and any other reasonable related tasks. (The exact timetable may vary slightly depending on student numbers).

Returning: Qualified teachers with more than one year of full-time relevant teaching experience will be paid £31.50 per hour (equates to £472.50 per week if teaching a 15-hour week). The hourly rate includes payment for all duties as outlined above and specified in “core duties” below.

New to Sherborne International: Qualified teachers with more than one year of full-time relevant teaching experience will be paid £30.00 per hour (equates to £450.00 per week if teaching a 15-hour week). The hourly rate includes payment for all duties as outlined above and specified in “core duties” below.

Teachers are paid in arrears on the last banking day of each month, direct into a nominated UK bank account.

Lunch may be taken in the school dining room on teaching days.

Teachers are entitled to receive a paid holiday entitlement of 5.6 weeks per annum (pro rata), to be paid at the end of the fixed-term contract. In view of the requirements of the role, holiday leave cannot be taken during the period of the fixed-term contract, and you are likely to be required to work on Bank Holidays that fall during the period of the fixed-term contract.

Hours of Work: Between 0845 – 1430 on 4 days of the weekly course and between 0845 – 1645 on one trip day. Some flexibility will be required on occasion to meet the demands of the post.

OUTLINE OF THE COURSE

1. Teachers may wish to work for one or two weeks of the course.
2. Classes cannot be confirmed until the student numbers are known.

CORE DUTIES:

1. Produce or adapt a Scheme of Work, prepare and teach lessons to the prescribed high standards of Sherborne International; by selecting and sequencing appropriate materials, resources and approaches according to the course aims and learners' needs and expectations. Maximum 12 students per class.
2. Accompany students on a local educational trip on one afternoon per week.
3. Provide academic advice, educational guidance and individual support to students.
4. Evaluate and mark students' work and provide relevant and timely feedback on achievement, progress, and developmental needs to students, academic and other managers/colleagues.
5. Keep a daily record of lessons in the lesson records folder on MS Teams.
6. Take a class register at the beginning of each lesson and report any missing students in accordance with School policy.
7. Write an informative report on each student's academic progress, including action points to follow.

Other responsibilities

- Undertake any other reasonable duties as required by the Academic Manager (Short Courses)
- Promote and uphold the values and ethos of Sherborne Schools Group in all professional activities, ensuring consistency across the community.

Duties - this is not intended to be a comprehensive list of the tasks that will be covered and other tasks will be undertaken at the direction of the Academic Manager (Short Courses).

PERSONAL ATTRIBUTES REQUIRED

Essential:

- CELTA or Cert TESOL for Intensive English teachers;
- Experience of teaching international students and a knowledge and understanding of differing cultural values and issues;
- A friendly and approachable manner;
- Energy, enthusiasm and commitment to the role.

Training Requirement for Teachers – 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 by
Safeguarding (Child Protection)	On the first day of employment
Induction training with Line Manager	On the first day of employment
Prevent training (required every 3 years)	Online, one-hour modules, to be completed prior to or on first day of employment (paid at £15 per hour in addition to contract pay)
GDPR in Education (teachers new to Sherborne only)	

Accommodation: Basic accommodation (in school boarding houses away from students) is available for teachers at a nominal charge of £45.00 per week. Please advise at interview if accommodation will be needed.

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).

Probationary Period: In accordance with School policy, offers of appointment are subject to a probationary period of up to six months. All Spring course contracts are subject to a one-week notice period by either side.

Medical Self Declaration: The offer of appointment at Sherborne Schools Group will be conditional upon the provision of a self-declaration of your physical and mental fitness to discharge the responsibilities of the role.

DBS Disclosure (Police Check)/ References: As Sherborne Schools Group 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.

Postholder'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 Child Protection Policy Statement. 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).

Other Benefits

- Reduced membership of Sherborne Boys' Sports Centre
- Free onsite parking
- Lunchtime meal on teaching days
- Employee Assistance Programme offering free counselling / legal / medical support

We are proud to offer a thoughtful package of employee benefits designed to support your wellbeing, both in and out of work. While we aim to maintain these benefits, they are not contractual and may be reviewed and updated from time to time to reflect the evolving needs of our people and our Group.

Method of Application:

To apply, please either use the Quick Apply button on TES or, alternatively, complete the Sherborne School Group Application form and return it to spring@sherborne.org

In the event of any queries please contact: Simon Larkin, Academic Manager
Tel: 01935 814743
Email: spring@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