**Job Profile and Person Specification**

**2020-2022**

**Year one**

**Salary:** National Living Wage (this equates to approximately £10,500)

**Hours:** 29 hours per week, term time only

**Appointment:** fixed term contract from 1st September 2020 to 30th June 2021

**Place of work:** a primary or secondary school in Cambridgeshire.

**Main purpose:** to undertake an introduction to teaching year, developing your skills and gaining rolevaluable school experience, providing support to children in school so that they make good progress in their learning.

**We are seeking enthusiastic and proactive graduates for paid Internship posts based in primary and secondary schools across Cambridgeshire.**

**We will provide:**

* Experience in a range of age groups across the school
* Opportunities to work with small groups of students to move their learning on.
* Opportunities to learn from excellent teachers and support children in lessons.
* Training in the use of strategies for students with special educational needs or from other vulnerable groups.
* A mentor for you and an individualised programme to meet your needs.
* An insight into what teacher training involves; the chance to reflect on whether you wish to pursue teaching as a career, and help with applying for year two of the programme.
* A thorough induction into school life and networking opportunities with other interns.

**You will need:**

* A degree (with a minimum of 300 credits, of which 60 credits must be at Level 6) If applying for a secondary internship, your degree must be in a subject related to that you wish to teach.
* Good literacy and numeracy skills, including at least GCSE grade C in English and Mathematics (and if applying for a primary internship, grade C in Science).
* A commitment to working with children and aspirations to work with them in a professional role in the future.
* The ability to develop good working relationships.
* The ability to use your initiative and to work well alone and as part of a team.
* To be willing to undertake additional voluntary work to gain the most from the experience.
* To commit to the whole year.

The post-holder will be closely supervised and mentored by a qualified teacher for the duration of the internship.

**Main activities and responsibilities:**

1. **Support for pupils**

* Undertake a range of routine tasks to support learning.
* Plan and carry out activities with students which help them to make rapid progress.
* Assess progress and report back to teachers.
* Assist in class with individuals and/or small groups.
* Establish good relationships with students, acting as a role model.

1. **Support for teachers:**

* Under direction, prepare classroom for learning (e.g. preparing/clearing materials, displaying students’ work)
* As directed, observe and monitor students to assist in record keeping.
* Contribute to assessment records.

1. **Support for the curriculum:**

* Undertake routine tasks to support and assist with events organised as part of the curriculum, such as visits out of school, sports days etc.
* Support students to understand instructions and in undertaking literacy and numeracy tasks as directed by the teacher.
* Contribute your own subject expertise in some way – eg running a school club.

1. **Support for the school:**

* Implement the school’s policies and aims.

**Person profile:**

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| **Essential: Education and Qualifications:**   * A degree (with a minimum of 300 credits, of which 60 credits must be at Level 6) If applying for a secondary internship, your degree must be in a subject related to that you wish to teach. * Good literacy and numeracy skills, including at least GCSE grade C in English and Mathematics (and if applying for a primary internship, grade C in Science) | |
| **Essential: Skills and attributes:**   * Excellent oral and written communication skills. * Good numeracy skills. * Clear understanding of need for confidentiality. * Flexibility, creativity, enthusiasm and energy. * Good organisation skills. * Excellent IT skills to support own and students’ learning. | |
| **Essential: Relevant experience:**   * Experience of working effectively with others and as part of a team. | **Desirable:**   * Some experience of working with children * Experience of working with or mentoring children in a school environment. |

**Year Two**

**Salary:** You will be employed as an apprentice teacher. Salary is Unqualified Teacher scale point one from 1st July 2021 to 30th June 2022; mainscale teacher point one from 1st July – 31st August 2022.

**Hours:** 1265 through the year, as directed by the Headteacher

**Appointment:** fixed term contract from 1st July 2021 to 31st August 2022

**Place of work:** vacancies are in primary and secondary schools across Cambridgeshire.

**Main purpose:** to undertake a teacher apprenticeship.

**General description of the post**

The holder of this post is expected to carry out the professional duties of a teacher in relation to the [teachers’ standards](https://www.gov.uk/government/publications/teachers-standards), as circumstances may require and in accordance with the school’s policies under the direction of the Headteacher. The post-holder is required to fully support the vision, ethos and policies of the school.

**We will provide:**

* A teaching timetable of up to 75% of a full time main scale teacher’s timetable at the school, for four days a week
* Core training as part of the Teacher Apprenticeship Programme.
* A mentor for you and an individualised programme to meet your needs.
* A thorough induction into school life and networking opportunities with other interns and trainees.

**You will need** all the requirements for year one, plus….

* Confirmation from the Headteacher of your year one school that you are recommended to continue to year two.
* To have passed the professional skills tests.
* To have been accepted onto the Apprenticeship Programme.