**Job Description and Person Specification**

**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 2022 to 30th June 2023

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

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

**We will provide:**

* Fortnightly training sessions during term time.
* 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.
* 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/4 in English and Mathematics (and if applying for a primary internship, grade C/4 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 commit to the whole year.
* Attending training sessions across the county. You will need transport.
* Attend relevant staff training to show your commitment to the programme and the profession.

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 – e.g. running a school club.

1. **Support for the school:**

* Implement the school’s policies and aims.

**Person Specification:**

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|  | | **Interview?** | **Application?** |
| **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. | |  |  |
| **Essential:** 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:**   * Clear understanding of the need for confidentiality and safeguarding. * Flexibility, creativity, enthusiasm and energy. * Good organisation skills. * Excellent IT skills to support own and students’ learning. * Personal commitment to equal opportunities * A commitment to working with children and aspirations to work with them in a professional role in the future. | |  |  |
| **Essential: Relevant experience:**  Experience of working effectively with others and as part of a team. | **Desirable:**  Some experience of working with children, supporting pupils. |  |  |

**Year Two**

**Salary:** You will be employed as an apprentice teacher. Salary is Unqualified Teacher scale point one from 1st July 2023 to 30th June 2024; main scale teacher point one from 1st July – 31st August 2024.

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

**Appointment:** fixed term contract from 1st July 2023 to 31st August 2024.

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

**Main purpose:** to undertake a Postgraduate Teacher Apprenticeship to gain Qualified Teacher Status (QTS).

**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.

**Teacher Apprenticeship Provider and Employer will provide:**

* A teaching timetable of approx. 60% (3 days per week), plus 20% (1 day per week) for PPA and professional development activities.
* 20% (1 day per week) core training delivered by a local Postgraduate Teacher Apprenticeship provider.
* 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 your Headteacher that you are recommended to continue to year two. This means that you must have a job offer from them as an unqualified teacher whilst you undertake the teacher apprenticeship.
* To have been accepted onto the Postgraduate Teacher Apprenticeship by the local training provider.

**To apply complete our application form at** [**www.teachincambs.org.uk/train-to-teach/cambridge-paid-teacher-internship/**](http://www.teachincambs.org.uk/train-to-teach/cambridge-paid-teacher-internship/) **and return to** [**schools.recruitment@cambridgeshire.gov.uk**](mailto:schools.recruitment@cambridgeshire.gov.uk) **by the closing date.**