Job Profile and Person Specification
2019-2021

Year one

Salary: National Living Wage (this equates to approximately £9800)

Hours: 29 hours per week, term time only

Appointment: fixed term contract from 1st September 2019 to 30th June 2020

Place of work: vacancies are in primary and secondary schools across 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 are seeking enthusiastic and proactive graduates for paid Internship posts based in primary and secondary schools across Cambridgeshire.

We will provide:

- Experience in every age group 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, and the chance to reflect on whether you wish to pursue it 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.

2. **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.

3. **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.

4. **Support for the school**
   - Implement the school’s policies and aims.

**Person profile:**

**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 2020 to 30th June 2021; mainscale teacher point one from 1st -24th July 2021

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

**Appointment:** fixed term contract from 1st July 2020 to 24th July 2021

**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, 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 equivalent to 75% of a full time main scale teacher’s timetable at the school, for four days a week
- Training (delivered by the Cambridge Teaching Partnership Primary or Secondary) leading to assessment for QTS in the third term.
- 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 Cambridge Partnership Programme.