Guidance for Headteachers who are hoping to appoint an intern.

As soon as the interviews have finished, we will allocate interns to schools, taking into account Headteacher and intern preferences. You will be sent details of the intern we are proposing for your school, together with their application form, references and the notes from their interview. You should contact them and invite them in to visit your school as soon as possible, so that they can make a decision about whether they would like to accept the position.

There are two documents that will need to be completed when you and the intern have agreed that (s)he will be placed at your school: the contract between you and the intern, and the Service Level Agreement between you and the Cambridgeshire Schools’ Group.

A reminder of how the programme works:

Year one

Interns will start on 1st September 2019. Your school will pay them NLW\(^1\) for the year calculated on 29 hours per week, term time only. The idea is that they will be supernumerary to your teaching assistant workforce, as they will be receiving training and will be moving around classes/groups so as to receive the complete experience. They will be expected to work as a TA to an extent in the first two terms however, with some team teaching/small group teaching in the third term.

Participating schools will be expected to provide training for all the interns on the Cambridgeshire programme, on a fortnightly rota basis. The training will revolve around the practicalities of working in a school as well as skills such as questioning, planning for differentiation etc. This will normally take place on a Friday, unless all the participating schools agree otherwise.

Each intern will have a mentor within their own school, with whom they will meet on a regular basis.

The rota will be organised by the LA’s Senior Adviser: Curriculum, Teaching & Leadership, who will also be responsible for monitoring the interns and quality assuring the experience that they receive.

During year one, each intern will be expected to keep a portfolio which describes and evaluates the experiences they have had. Near the end of term three, the intern and their Head (with input from the intern’s in-school mentor) will decide whether the intern (a) wants (b) is suitable to continue to year two.

Once the decision has been made, the intern needs to apply to the Cambridge Partnership to become an apprentice teacher and then take the professional skills tests. As long as they pass the tests and are accepted onto the Cambridge Partnership programme, they are ready to proceed to…..

Year Two – please note this starts on 1st July 2020

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\(^1\)If you already have an employee (eg a TA) who you would like to turn into an intern, they don’t necessarily have to take a pay cut – you could keep them on their original salary and pay for the training part of the internship separately.
The participating school will give the intern a 75% timetable, which should not include Fridays (as that is when they will receive training from the Cambridge Partnership). They will pay them at the rate of an unqualified teacher at scale point one; their training will be paid for from the school/Trust’s DAS account (the apprenticeship levy).

During the year, as with any other trainee, the intern will need to gain experience in another school. This will usually be on Fridays from the spring term onwards however, and should not cause timetable reduction.

At the end of the year, presuming the intern has achieved QTS, they will then move on to a qualified teacher’s pay, from 1st – 24th July 2021. If you are intending to employ them as an NQT, this contract can extend at that point.

**Total costs involved:**

**Year one: 1st September 2019 – 30th June 2020**
- Salary for the intern (plus pension & NI costs)
- £400 admin charge payable to the LA’s Curriculum, Teaching & Leadership Team.

**Year two: 1st July 2020 – 24th July 2021**
- Salary for the intern (plus pension & NI costs) – please note the change from UQT scale point one to mainscale on 1st July, as detailed above.
- £150 admin charge payable to the LA’s Curriculum, Teaching & Leadership Team.