

## 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 1<sup>st</sup> September 2019 to 30<sup>th</sup> 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 role 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:**

<p><b>Essential: Education and Qualifications:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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)</li> </ul>	
<p><b>Essential: Skills and attributes:</b></p> <ul style="list-style-type: none"> <li>• Excellent oral and written communication skills.</li> <li>• Good numeracy skills.</li> <li>• Clear understanding of need for confidentiality.</li> <li>• Flexibility, creativity, enthusiasm and energy.</li> <li>• Good organisation skills.</li> <li>• Excellent IT skills to support own and students' learning.</li> </ul>	
<p><b>Essential: Relevant experience:</b></p> <ul style="list-style-type: none"> <li>• Experience of working effectively with others and as part of a team.</li> </ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Some experience of working with children</li> <li>• Experience of working with or mentoring children in a school environment.</li> </ul>

## Year Two

**Salary:** You will be employed as an apprentice teacher. Salary is Unqualified Teacher scale point one from 1<sup>st</sup> July 2020 to 30<sup>th</sup> June 2021; mainscale teacher point one from 1<sup>st</sup> -24<sup>th</sup> July 2021

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

**Appointment:** fixed term contract from 1<sup>st</sup> July 2020 to 24<sup>th</sup> 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.