



Graduate Internship

Job Description and Person Specification

1. INTRODUCTION

1.1 NAME OF POST HOLDER:

1.2 Post Title: **GRADUATE INTERN**

1.3 Key responsibility To undertake a training year and gain valuable school experience
To provide support for students in their learning and make a significant contribution to the extra-curricular life of the school

1.4 Post Purpose:

- To support an appropriately broad, balanced, relevant and differentiated curriculum for students and to work within a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher / form tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

1.5 Reporting to: Assistant Headteacher
There will be a small team of graduates who are supervised under the direction of the Assistant Headteacher.

1.6 Responsible for: The support of a full learning experience and support for students.

1.7 Liaising with: Headteacher, leadership team, SENCO, teachers and support staff.

1.8 Working Time: 30 hours per week, 39 weeks (Term time + 5 days)

1.9 Salary/Grade: Graduate Intern pay scale £25,219 - £26,427 (full time equivalent.
Actual salary £17,433-£18,269)

2. ACTIVITIES AND RESPONSIBILITIES

With students

- To undertake a range of routine tasks to support learning
- To plan and carry out activities with students which enable them to make rapid progress
- To work with teachers to assess progress
- To assist in class with individuals or small groups
- As appropriate to support students with physical needs

With teachers

- To undertake routine tasks to support the teacher e.g. preparing materials, display work
- To utilise your own subject knowledge to contribute to the school

Support for enrichment activities

- To contribute to the extra-curricular life of the school through clubs before school, at lunchtime or after school
- To take part in trips and visits as part of the curriculum offer to students

3. SCHOOL ETHOS:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements.
- To promote actively the school's corporate policies, including the dress code.
- To comply with the school's health and safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Person specification: Graduate Intern

Person profile	Essential	Desirable
Education and qualifications	• Qualification at degree level • Good literacy and numeracy skills (Grade B or better at GCSE) • Aspirations to work with young people in a professional role	• Good honours degree (2:1 or above)
Interpersonal and communication skills	• Good communication skills • Ability to work in a team • Ability to use own initiative and work independently • Good understanding of the need for confidentiality • Ability to develop good working relationships • Flexibility	• Sensitivity to and the understanding of the needs of students • Ability to encourage, motivate and engage young people
Relevant experience		• Experience with working with young people
Additional requirements	• Willingness to go the extra mile to gain experience and support young people • Enhanced DBS check (this will be undertaken if offered the post) • Excellent IT skills to support your own learning • Willingness and ability to seize opportunities as they arise.	• Ability to be trained in the use of equipment eg photocopiers • Good “child-focused” decision making skills