

Information for Schools

Step to Teaching Programme

Graduate Internship Recruitment

EES for Schools is delighted to offer another year of the Step to Teaching programme which is intended to support schools in attracting talented interns. This service is available to all primary, secondary and special schools.

This programme is aimed at offering an additional route for graduates to experience school life before committing to a Teacher Training programme Ideal if you are considering School Direct placements. The internships will give you access to potential trainees who may want to continue their careers with you.

This scheme is open to all schools across Essex as a route into teaching.

EES for Schools will provide a brokered service for interested schools, managing advertising, applications, initial shortlisting, support with assessment design and an initial induction day for the group of interns. Schools will be highly involved in the selection and appointment process so you can work with other Head teachers to determine the best matches for your schools.

The advertising campaign is scheduled for Feb 2018 with Interviews to take place on a rolling programme until July 2018. EES for schools will carry out a Phase I interview and if candidates are successful they will then have a Phase II interview in a school. If you think your school would benefit from taking part in the Step to Teaching Programme and you meet the criteria and cost requirements set out in this guide, please complete the expression of interest form at eesforschools.org

What is the Step to Teaching Programme?

It is a one-year work-based training placement in a school prior to teacher training. Suitable for new graduates who are still considering their career options and want to get some paid, hands on work experience before committing themselves.

Interns are to be given experience across the school. Schools should invite interns to all staff training and provide additional training to help support their development plan in areas such as SEN, behaviour management and assessment of pupil progress. Interns should have the opportunity to work with small groups across the key stages and observe whole class teaching in a range of classes. They are expected to raise the progress and standards of the children they are working with – supporting outcomes for disadvantaged children.

How does Step to Teaching work?

Interns are mentored by a designated person in school who ensures that they have a clear role and development plan. The programme of learning and work experience is structured to fit the individual's learning objectives. A portfolio of work can also be produced during the internship as evidence of learning in support of applications for teacher training or further Masters Level study.

Schools running the programme recommend that at least two interns are taken on at a time as this creates a support and learning network for them in school. Interns will also benefit from working with any trainee teachers and NQTs you already have in your school.

A shared training programme across the whole intern group (like NQT training) is used to bring down costs including speakers from the EES for schools training team. EES for schools will provide some training including induction but will also work with the school to help them develop a suitable training programme for each intern.

Pay and conditions

Interns will be contracted to the school and it is suggested that they are paid at Grade 1 SCP 6¹ for 25 hours per week term time only (salary £8,499 per annum - FTE £15, 014), Interns will also be expected to carry out additional voluntary work to enhance your learning.

Target group

- Graduates living in Essex or within easily commutable distance
- Degree; preferably 2:1 or above and grade 4 or equivalent in GCSE English and Maths²
- Want to get experience working with children and young people in a school context
- Willing to work on a voluntary basis e.g. to run clubs or out of school activities

Outcomes

All interns who have been through the programme since it started in 2016 have gone on to complete an ITT programme with a local provider. Schools are free to work with an ITT provider of their choice in order to offer interns the opportunity to complete a Teacher Training programme in their school. Successful Interns will be guaranteed an interview with a local ITT Provider for SCITT, School Direct or the Postgraduate Teacher Apprenticeship

¹ Subject to Change – NJS Pay Spine Review

² If applicants want to go on to do a Primary Teacher Training programme, GCSE science would also be desirable. Please note this will need to be obtained before the end of the internship in order to meet minimum entry requirements for ITT.

Planning your requirements

Before deciding to sign up for the Step to Teaching programme you need to consider your workforce plan and what your staffing needs are. You may be thinking ahead to future vacancies and having a pathway to fill them, or you may be looking for short term resources to improve outcomes in your school. Remember that interns come with a training commitment so if you are going to employ them there will be investment needed from you in time as well as money. Think carefully about whether they are the right way for you to develop your workforce and how employing them could improve outcomes for children in your school.

Think about which functional areas your school can offer placements in. For example you may have pupil premium funding that could be used to support an intern working with your Family Support Worker or Speech Therapist. You may be able to place interns in roles that previously had funded Teaching Assistant posts. Are there particular areas that need more support – can these be identified from your school development plan? You will need to budget for ideally 2 or 3 interns. On-costed salaries will be approximately £10,000 per annum. Can you afford this?

You will need to provide a mentor. Is there someone in school who has the skills and time to take this on or is there someone who would benefit from this as a development opportunity? Could your interns be mentored alongside an NQT or ITT trainee? You will need to provide a structured training plan including the opportunity to work with small groups across the key stages and observe whole class teaching in a range of classes. You will also need to provide additional training in areas such as SEN, behaviour management and assessment.

Costs and commitment

You will need a salary budget of approximately £10,000 (includes on-costs) per graduate plus any additional training costs.

You need to be able to commit to participating in the selection process. For example by allocating SLT time to carry out interviews in your school or group of schools.

Phase I interviews will be carried out by EES for schools, on a rolling programme from Feb onwards and will involve a small panel interview and presentation. Successful candidates can then be invited to interview in your school.

Fees payable to EES for schools:

An initial registration fee of £150 is required at the time of completing the expression of interest form. A further fee of £600 per intern is payable upon successful appointment. This fee is payable to cover EES costs for providing induction, training and ongoing support.

Committing to support through the school year includes:

- Providing a mentor in school
- Inviting your interns to all staff training
- Supporting your interns in creating a portfolio of evidence from their placement
- Providing release for further CPD sessions as scheduled through the year
- Supporting your interns in their applications for Teacher Training or further study
- Providing references for onward applications

Schools will be able to invite successful candidates into their school during the latter part of the spring term / early summer term to complete the recruitment process.

If you have any further questions, please email Pearl Gibson, Commissioner for ITT
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