

**Job and Person Profile for: Step to Teaching
Graduate Internship (School based)**

Salary: £8, 499 per annum (FTE £15, 014)¹

Hours: 25 hours per week, term time only

Status: Annual fixed term contract from 1st September 2018 to 31st August 2019

Number of posts available: varies in each school, from 1-3

Main purpose:

To undertake a training year in a school and gain valuable experience working with children
To provide support for children in school so that they make good progress in their learning

Key relationships:

You will be expected to work

- In a team with other graduates
- Under the overall direction of a member of the Senior Leadership Team
- With class teachers
- With support staff
- With children in groups and one to one

Main Activities and Responsibilities:

Support for pupils:

- To undertake a range of routine tasks to support learning
- To plan and carry out activities with children which enable them to make rapid progress
- To assess progress and report back to teachers
- To assist in class with individuals or small groups

Support for teachers:

- To undertake routine tasks to support the teacher eg preparing materials, displaying work
- To contribute to assessment records

Support for the curriculum:

- To undertake routine tasks to support the curriculum and assist with events organised as part of the curriculum eg visits out of school, sports days, etc
- To contribute own subject expertise or interest in some way eg running a school club

¹ Subject to change – NJC Pay Spine Review

Additional:

- To support your own learning by taking part in regular feedback and evaluation sessions as part of the graduate team
- To devise your own ideas for enhancing pupil learning and carry them out
- To reflect and feedback on your own learning
- To develop own expertise and experience which also benefits the school in some way
- To attend courses and workshops as part of the Internship Programme

Level of autonomy and decision making:

The post holder must be able to use their own initiative and be flexible as duties and responsibilities will change throughout the year.

PERSON PROFILE	ESSENTIAL	DESIRABLE
Education and qualifications	<ul style="list-style-type: none"> • Good honours degree (preferably 2:1 or above) • Good literacy and numeracy skills (at least GCSE grade 4 in English and Maths) • Aspirations to work with children in a professional role in the future 	
Interpersonal and communication skills	<ul style="list-style-type: none"> • Good communication skills • Ability to work well in a team • Ability to use own initiative and work independently • Good understanding of need for confidentiality • Ability to develop good working relationships • Flexibility 	<ul style="list-style-type: none"> • Sensitivity to and understanding of the needs of pupils • Ability to offer guidance and advice to pupils • Ability to encourage, motivate and engage pupils
Relevant experience		<ul style="list-style-type: none"> • Experience of working with or mentoring children in a school environment or similar
Additional requirements	<ul style="list-style-type: none"> • Willingness to “go the extra mile” for the benefit of children • Satisfactory pre-employment checks including enhanced DBS • Willingness and ability to seize opportunities as they arise 	<ul style="list-style-type: none"> • Ability to be trained in safe use of equipment eg guillotines • Good “child centred” decision making skills • Excellent IT skills to support own and pupils learning

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether a reasonable adjustment can be made.

Essex Schools are committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff, volunteers and other workers to share this commitment.