



CAT Institute of Education: Paid Internship

Job profile

Salary:	£300 per week (3 weeks)
Hours:	25 hours per week, term time only
Appointment:	fixed term contract from 20 th June 2022 to 8 th July 2022
Place of work:	Placements are in designated secondary schools
Main purpose of role	to undertake an introduction to teaching within maths, science and/or computing, developing your skills and gaining valuable school experience, providing support to children in school so that they make good progress in their learning.

We are seeking enthusiastic and proactive undergraduates for paid Internship posts based in Maths, Science or Computing departments within secondary schools based around Tamworth, Nuneaton, Telford and Birmingham.

We will provide:

- Experience across the school within your chosen department
- 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 teaching as a career, and help with applying for your teacher training course should you wish to do so.
- A thorough induction into school life and networking opportunities with other interns.

You will need:

- Working towards a degree in a subject related to that you wish to teach. A good A Level grade at C or above will also be considered.
- Good literacy and numeracy skills, including at least GCSE grade C/4 in English and Mathematics.
- Enthusiasm for your subject
- The ability to develop good working relationships and excellent communication skills.
- 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 three weeks, though the dates can be flexible by one week either way.

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.
- 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 (eg 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, contributing to an assembly, a sixth form careers session, undertaking a project or creating a resource.

4. Support for the school:

- Implement the school's policies and aims.

Person profile:

Essential	Desirable
Education and Qualifications: <ul style="list-style-type: none">• Working towards a degree in a subject related to that you wish to teach. (Or good A level result)• Good literacy and numeracy skills, including at least GCSE grade C/4 in English and Mathematics	
Relevant experience: <ul style="list-style-type: none">• Experience of working effectively with others and as part of a team.	<ul style="list-style-type: none">• Some experience working with children• Experience of working with or mentoring young people
Skills and attributes: <ul style="list-style-type: none">• Excellent oral and written communication skills.• Good numeracy skills.• Clear understanding of need for confidentiality.• Flexibility, creativity, enthusiasm and energy.• Good organisation skills.• Excellent IT skills to support own and students' learning.	

Safeguarding Children

The trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Line Manager. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty – This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.