

## Job Description and Person Specification 2023

### Year one

**Salary:** At least National Living Wage

**Hours:** 29 hours per week, term time only

**Appointment:** fixed term contract from 1<sup>st</sup> September 2023 to 30<sup>th</sup> June 2024

**Place of work:** a primary, special or secondary school in Cambridgeshire.

**Main purpose:** to undertake an introduction to teaching year, developing your skills and gaining valuable school experience, providing support to children in school so that they make good progress in their learning.

#### We will provide:

- Fortnightly training sessions during term time.
- Experience in a range of age groups 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.
- A mentor for you and an individualised programme to meet your needs.
- An insight into what teacher training involves 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 should be in a subject related to that you wish to teach.
- Good literacy and numeracy skills, including at least GCSE grade C/4 in English and Mathematics (and if applying for a primary internship, grade C/4 in Science). *N.B. We can accept individuals onto the programme who are completing their final year of a degree or need to retake a GCSE/complete an equivalency test as long as these qualifications are completed successfully by the end of year 1.*
- 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 commit to the whole year.
- Attending training sessions across the county. You will need transport.
- Attend relevant staff training to show your commitment to the programme and the profession.

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 – e.g. helping to run a school club.

### 4. Support for the school:

- Implement the school's policies, vision and ethos for teaching and learning.

## Person Specification and short listing criteria:

	Interview?	Application?
<b>Essential: Education and Qualifications:</b> 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 should be in a subject related to that you wish to teach.		✓
<b>Essential:</b> Good literacy and numeracy skills, including at least GCSE grade C/level 4 in English and Mathematics (and if applying for a primary internship, grade C/level 4 in Science)		✓
<b>Essential: Skills and attributes:</b> <ul style="list-style-type: none"> <li>• Clear understanding of safeguarding and child protection protocols.</li> <li>• Flexibility, creativity, enthusiasm and a passion for learning.</li> <li>• Good organisation skills.</li> <li>• Ability to communicate effectively with a range of people.</li> <li>• Excellent IT skills to support own and students' learning.</li> <li>• Personal commitment to equal opportunities</li> <li>• A commitment to working with children and aspirations to work with them in a professional role in the future.</li> </ul>	✓	✓
<b>Essential: Relevant experience:</b> Experience of working effectively with others and as part of a team.	✓	✓
<b>Desirable:</b> Some experience of working with children in an education setting.		

## Year Two

**Salary:** You will be employed as an apprentice teacher. Salary is Unqualified Teacher scale point one from 1<sup>st</sup> July 2024 to 30<sup>th</sup> June 2025; main scale teacher point one from 1<sup>st</sup> July – 31<sup>st</sup> August 2025.

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

**Appointment:** fixed term contract from 1<sup>st</sup> July 2024 to 31<sup>st</sup> August 2025.

**Place of work:** vacancies are in primary and secondary schools across Cambridgeshire.

**Main purpose:** to undertake a Postgraduate Teacher Apprenticeship course to gain Qualified Teacher Status (QTS).

### 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.

### Teacher Apprenticeship Provider and Employer will provide:

- A teaching timetable of approx. 60% (3 days per week), plus 20% (1 day per week) for PPA and professional development activities.
- 20% (1 day per week) core training delivered by a local Postgraduate Teacher Apprenticeship provider.
- A mentor for you and an individualised programme to meet your needs.
- A thorough induction into school life and networking opportunities with other trainees.

### You will need all the requirements for year one, plus....

- Confirmation from your Headteacher that you are recommended to continue to year two. This means that you must have a job offer from them as an unqualified teacher whilst you undertake the teacher apprenticeship.
- To have been accepted onto the Postgraduate Teacher Apprenticeship course by the local training provider.

To apply complete our application form at [www.teachincambs.org.uk/train-to-teach/cambridge-paid-teacher-internship/](http://www.teachincambs.org.uk/train-to-teach/cambridge-paid-teacher-internship/) and return to [schools.recruitment@cambridgeshire.gov.uk](mailto:schools.recruitment@cambridgeshire.gov.uk) by the closing date.