# Job Description and Person Specification for Cambridgeshire Teacher Internship 2024

# Year One

**Salary:** At least National Living wage

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

**Appointment:** Fixed term contract from 1 September 2024 to 30 June 2025

**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).

NB: 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.
* To attend training sessions across the county. You will need transport.
* To 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.

1. **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.

1. **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. helping to run a school club.

1. **Support for the school**

* Implement the school’s policies, vision and ethos for teaching and learning.

| **Person Specification and shortlisting criteria** | | | |
| --- | --- | --- | --- |
|  | | **Interview?** | **Application?** |
| **Essential: Education and Qualifications**  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. | |  |  |
| **Essential**  Good literacy and numeracy skills, including at least GCSE grade C/4 in English and Mathematics (and, if applying for a primary internship, GCSE grade C/4 in Science). | |  |  |
| **Essential: Skills and attributes**   * Clear understanding of safeguarding and child protection protocols. * Flexibility, creativity, enthusiasm and a passion for learning. * Good organisation skills. * Ability to communicate effectively with a range of people. * Excellent IT skills to support own and students’ learning. * Personal commitment to equal opportunities. * A commitment to working with children and aspirations to work with them in a professional role in the future. | |  |  |
| **Essential: Relevant experience**  Experience of working effectively with others and as part of a team. | **Desirable: Experience**  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 1 from 1 July 2025 to 30 June 2026; main scale teacher point one from 1 July to 31 August 2026.

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

**Appointment:** Fixed term contract from 1 July 2025 to 31 August 2026.

**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 [Department for Education Teachers’ Standards](https://www.gov.uk/government/publications/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.
* You must have been accepted onto the Postgraduate Teacher Apprenticeship course by the local training provider.

To apply, complete our application form (downloadable from the [Teach in Cambs website: Cambridgeshire Teacher Internship Programme](https://teachincambs.org.uk/train-to-teach/cambridge-paid-teacher-internship/)) and return it to [Schools.Recruitment@cambridgeshire.gov.uk](mailto:Schools.Recruitment@cambridgeshire.gov.uk) by the closing date.