

**Graduate Internship**

**Information for Applicants**

**School placements**

School placements will be selected based on staffing need and with an eye to travel distance for candidates. You may state a preference for school and phase on your application form, but you may be offered a post at any of the schools (phase specific) in the pool.

**Debenham High School**

Debenham High School is an 11-16 school committed to providing the highest quality of education in an environment underpinned by Christian moral values. This fundamental purpose remains at the heart of our continued development as we continue to endeavour to create a caring, challenging, supportive and attractive environment in which all members of the community are valued. As a recently designated Teaching School we are committed to the development of all staff and especially to working with entrants to the profession.

**Helmingham Primary School**

Helmingham Community Primary is a 4 - 11 school with 60 pupils on role.  We offer a diverse curriculum based on the interests and needs of our pupils.  Our staff are experienced, knowledgeable and have a variety of specialisms ranging from computing to specialist dyslexia provision.  We believe all our community should be treated as individuals and that everyone has something to offer

**Farlingaye High School**

Farlingaye is a popular and successful 11-18 school in Woodbridge. We are a dynamic and creative school with excellent resources, lovely students and great results. We are a Teaching School and a Leading Edge school. In April 2013, Ofsted again graded us outstanding in every category. We are committed to developing and promoting our staff and have an excellent CPD and support programme for all staff.

**Kesgrave High School**

Kesgrave High School is a very popular and successful school.  The school has a diverse, highly professional and lively staff and benefits from an innovative approach to timetabling and excellent conditions of service for those who work here. From building rockets to field trips abroad, our teaching is creative and ambitious, delivering exciting lessons that engage every student. Great exam results come as a result of our students thoroughly enjoying their experience at school.

Education must guide, improve and challenge and that is what we to provide for each and every student.  We’re exceptionally proud of what our pupils go on to achieve. Farlingaye and Kesgrave High Schools were designated as a joint Teaching School in July 2011.  As a result, the Farlingaye and Kesgrave Teaching School Alliance was formed from likeminded schools and higher education institutions to strive to continually improve the quality of teaching, learning and standards for students locally.  Initial Teacher training is a crucial part of this and as a Lead School for Suffolk and Norfolk SCITT, we have a great deal of experience in supporting entrants to our profession.

**John Milton Academy Trust**

The John Milton Academy Trust comprises four schools at present: Stowupland High School (11-18) and three primary schools - Bacton PrImary School, Cedars Park Primary School and Mendlesham Primary School. The Trust aims to be a partnership of aspiration and excellence and works collaboratively to provide seamless progression from Early Years through to post-16 education. All schools in the Trust are rated “good” by Ofsted and Stowupland has Leading Edge status. Stowupland has considerable experience in mentoring SCITT and other trainees and has already run a highly successful programme for interns. The Trust is seeking applications for both secondary and primary placements.

**Graduate Internship**

**Job Description and Person Specification**

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| **1.** | **INTRODUCTION** | |
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| **1.1** | **NAME OF POST HOLDER:** | |
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| **1.2** | **Post Title:** | GRADUATE NOVITIATE |
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| **1.3** | **Key responsibility** | To undertake a training year and gain valuable school experience To provide support for students in their learning and make a significant contribution to the extra-curricular life of the school |
| **1.4** | **Post Purpose:** | * To support an appropriately broad, balanced, relevant and differentiated curriculum for students and to work within a designated curriculum area as appropriate. * To monitor and support the overall progress and development of students as a teacher / form tutor. * To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. * To contribute to raising standards of student attainment. * To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth. |
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| **1.5** | **Reporting to:** | Assistant Headteacher  There will be a small team of graduates who are supervised under the direction of the Assistant Headteacher. |
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| **1.6** | **Responsible for:** | The support of a full learning experience and support for students. |
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| **1.7** | **Liaising with:** | Headteacher, leadership team, SENCO, teachers and support staff. |
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| **1.8** | **Working Time:** | 30 hours per week |
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| **1.9** | **Salary/Grade:** | Grade 1, point 6 |

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| **2.** | **ACTIVITIES AND RESPONSIBILITIES** | |
|  |  | With students   * To undertake a range of routine tasks to support learning * To plan and carry out activities with students which enable them to make rapid progress * To work with teachers to assess progress * To assist in class with individuals or small groups * As appropriate to support students with physical needs   With teachers   * To undertake routine tasks to support the teacher e.g. preparing materials, display work * To utilise your own subject knowledge to contribute to the school   Support for enrichment activities   * To contribute to the extra-curricular life of the school through clubs before school, at lunchtime or after school * To take part in trips and visits as part of the curriculum offer to students   Additional   * To contribute to the moral and spiritual development of each student in line with each schools ethos. |
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| **3.** | **PROFESSIONAL DEVELOPMENT:** | |
|  |  | * To support your own learning by taking part in regular feedback and evaluation sessions as part of the graduate team, including attending the half-termly Teaching and Learning Community meetings after school * To reflect and feedback on your own learning |
| **4.** | **SCHOOL ETHOS**: | |
|  |  | * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * To support the school in meeting its legal requirements. * To promote actively the school’s corporate policies, including the dress code. * To comply with the school’s health and safety policy and undertake risk assessments as appropriate. |
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| *Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.* | | |

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| **5.** | **SIGNATURES:** |
| The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.  This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade. | |

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Teacher) (Headteacher)**

**Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Person specification: Graduate Novitiate**

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| Person profile | Essential | Desirable |
| Education and qualifications | * Qualification at degree level * Good literacy and numeracy skills (Grade B or better at GCSE) * Aspirations to work with young people in a professional role | * Good honours degree (2:1 or above) |
| Interpersonal and communication skills | * Good communication skills * Ability to work in a team * Ability to use own initiative and work independently * Good understanding of the need for confidentiality * Ability to develop good working relationships * Flexibility | * Sensitivity to and the understanding of the needs of students * Ability to encourage, motivate and engage young people |
| Relevant experience |  | * Experience with working with young people |
| Additional requirements | * Willingness to go the extra mile to gain experience and support young people * Enhanced DBS check (this will be undertaken if offered the post) * Excellent IT skills to support your own learning * Willingness and ability to seize opportunities as they arise. | * Ability to be trained in the use of equipment eg photocopiers * Good “child-focused” decision making skills |