



Mid Suffolk

Teaching School Alliance

# **Graduate Internship Information for Applicants**



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## 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.

## Secondary Placements

### 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 Teaching School we are committed to the development of all staff and especially to working with entrants to the profession.

### 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.

### The John Milton Academy Trust (Primary and Secondary)

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.

**Debenham High School, Gracechurch Street, Debenham, Suffolk IP14 6BL**

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Headteacher Miss J Upton BSc Director of Teaching School Miss McBurney

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## **Primary Placements**

### **Worlingworth Primary School**

Worlingworth Primary School and Willows Nursery is a rapidly growing primary school catering for pupils aged 3-11 years, with 62 children on roll.

Our school motto is: Cherish All, Achieve Together, and this encompasses all that we do at the school. Every day, of every term in every school year, we expect all our pupils to try their best in their learning in all aspects of the curriculum. We have very high expectations in terms of academic progress and behaviour. Year on year our data tracking systems are showing excellent progress scores and we see our pupils developing musical, artistic, dance or sporting skills. Our talented staff team nurture the talents of each child and we witness young people develop confidence to perform on stage, work as a team and show amazing compassion for others.

### **Creting St Mary CEVA Primary School**

We are a village primary school with 98 pupils on roll in four mixed aged classes. Our schools' ethos is centred strongly around how much we care for our children. Our commitment to developing the whole child; academically and non-academically, socially and emotionally ensures that the whole school community feels confident to share worries and achievements and to support one another. Pupils' sense of worth was delightfully explained by one of our children who told the Ofsted inspector "We are like a jigsaw – it needs all of the pieces to make the picture".

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# Graduate Internship

## Job Description and Person Specification

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## 1. INTRODUCTION

- 1.1 NAME OF POST HOLDER:**
- 1.2 Post Title:** GRADUATE NOVITIATE
- 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.
- 1.5 Reporting to:** Assistant Headteacher  
There will be a small team of graduates who are supervised under the direction of the Assistant Headteacher.
- 1.6 Responsible for:** The support of a full learning experience and support for students.
- 1.7 Liaising with:** Headteacher, leadership team, SENCO, teachers and support staff.
- 1.8 Working Time:** 30 hours per week
- 1.9 Salary/Grade:** Graduate Intern pay scale £14,238 - £15,107

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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 our ethos as a Church of England school.

## 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.

*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 \_\_\_\_\_

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## Person specification: Graduate Novitiate

Person profile	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> <li>• Qualification at degree level</li> <li>• Good literacy and numeracy skills (Grade B or better at GCSE)</li> <li>• Aspirations to work with young people in a professional role</li> </ul>	<ul style="list-style-type: none"> <li>• Good honours degree (2:1 or above)</li> </ul>
Interpersonal and communication skills	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Ability to work in a team</li> <li>• Ability to use own initiative and work independently</li> <li>• Good understanding of the need for confidentiality</li> <li>• Ability to develop good working relationships</li> <li>• Flexibility</li> </ul>	<ul style="list-style-type: none"> <li>• Sensitivity to and the understanding of the needs of students</li> <li>• Ability to encourage, motivate and engage young people</li> </ul>
Relevant experience		<ul style="list-style-type: none"> <li>• Experience with working with young people</li> </ul>
Additional requirements	<ul style="list-style-type: none"> <li>• Willingness to go the extra mile to gain experience and support young people</li> <li>• Enhanced DBS check (this will be undertaken if offered the post)</li> <li>• Excellent IT skills to support your own learning</li> <li>• Willingness and ability to seize opportunities as they arise.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to be trained in the use of equipment eg photocopiers</li> <li>• Good “child-focused” decision making skills</li> </ul>

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