



**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 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.

### **Kesgrave High School**

Kesgrave High School is a very popular and successful school. The school has a diverse, highly professional and lively staff. 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. We are very fortunate to have such fantastic facilities available for our staff and students. We aim to provide an environment where our pupils feel safe, secure, nurtured and are encouraged to grow. 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. Kesgrave has been a teaching school since 2011.

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

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Headteacher Miss J Upton BSc Director of Teaching School Miss McBurney

**Debenham High School is a company limited by guarantee and registered in England and Wales with company number 07467445**



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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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