

POST: SALARIED GRADUATE INTERN

SALARY: £10.12 / hour

HOURS: Part time - term time only, 31 hours / week

RESPONSIBLE TO: DEPUTY HEADTEACHER

Job Outline

To work with teachers as part of a professional team to support teaching and learning for a wide range of students. In particular, providing support to students who need particular help to overcome barriers to learning and encouraging their full participation in the wider life of the college.

Job Description

Mentoring

- Regular 1:1 meetings with targeted students focusing on issues such as organisation and motivation, revision skills, low level anxiety
- Working with Sixth Form team when required to support post 18 planning through activities such as 1:1 sessions and our PSHCRE programme
- Providing supervision / mentoring for students on a reduced timetable
- Teaching small groups of sixth form students who are re-taking GCSE maths or English
- Teaching small groups of Year 11 students to help them address gaps in their learning in maths and English
- Leading small Year 9 group sessions of reading catch up
- Regular catch up sessions with Pupil Premium students.

Duties and Supervision

- Supervision of Sixth Form private study
- Occasional supervision of 'Prep' (after college supervised study sessions)
- Invigilation of internal and public examinations
- Supervision of classes and tutor groups for staff who are absent

- Ad hoc tasks involving the organisation and supervision of students

Teaching assistant

- Supporting students with special educational needs (See separate job description)

House Competitions / Extra-curricular opportunities

- Opportunity to support and lead activities

General responsibilities

- ◆ To build and maintain successful relationships with students, treating them consistently with respect and consideration.
- ◆ To be involved in keeping records and evaluating identified students' progress.
- ◆ To attend meetings with other education professionals and parents/carers as required
- ◆ To work as part of a flexible and supportive team to further the ethos of the college
- ◆ To participate in training and other learning activities, and in performance management and development, as required by the college's policies and practice
- ◆ To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person
- ◆ to contribute to and support the overall aims and ethos of the college.

Person Specification

- ◆ An ability to build good working relationships with both students and adults
- ◆ Good organisational skills
- ◆ Enjoy working with and have an interest in young people
- ◆ Good literacy, numeracy and ICT skills
- ◆ Ability to work with a minimum of supervision and within a team
- ◆ Ability to manage students in a classroom setting and deal with challenging behaviour
- ◆ Prior knowledge of the college a significant advantage but not essential.

November 2021