



ST MARY'S COLLEGE

Paid Summer Internship **in Mathematics / Chemistry / Physics / MFL / Computing**

Job Description

JOB TITLE: Mathematics / Chemistry / Physics / MFL / Computing Internship

SALARY: £900

DATES: 17th June – 5th July 2024 inclusive

JOB HOLDER REPORTING TO: Head of Department / Assistant Headteacher (ITT)

Statement of Intent:

St Mary's College is a Catholic Christian community and all members of staff and trainees are expected to be supportive of the values upon which the college is founded and to help build relationships based on encouragement, concern, respect, forgiveness and reconciliation.

St Mary's College is also committed to safeguarding and promoting the welfare of children and young people in its care. As an employer, the school expects all staff and volunteers to share and act accordingly upon this commitment.

Purpose of the Internship

- To provide secondary school work experience for undergraduates in Mathematics, Chemistry, Physics, Modern Languages (French / German / Spanish) or Computing with a view to them subsequently undertaking teacher training when they complete their degree in order to address teacher shortages in key subjects.
- To develop a secure knowledge and understanding of how their subject is taught within a secondary school.
- To gain an introductory understanding of teaching pedagogy and teachers' professional responsibilities in relation to school policies and practices.
- Establish effective working relationships with professional colleagues including, and where applicable, in the planning and management of students' learning.
- To develop an understanding of the responsibilities and duties of a personal tutor in line with the College's expectations of pastoral care.

- Be involved with having access to information of a confidential nature which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.

Duties expected

- To attend college from 8.30am-4.30pm on Mondays-Fridays during the internship.
- To support in registration, lessons, and extra-curricular activities, as directed by the internship course leaders, and to follow the timetable provided.
- To attend all briefings, meetings, training sessions and supervised study periods, as directed.
- To assist in lessons to support the teacher and pupil learning and progress, as directed.
- To plan and teach lessons, or parts of lessons, as directed. Full training will be provided to support interns with this.
- To keep a detailed reflective record and to share and discuss these observations and insights with the course leaders and mentors.
- To uphold the highest standards of professionalism in punctuality, attendance, appearance/dress, attitude, behaviour and speech, as detailed in the Teacher Standards.

Qualifications / Subject knowledge

- Be / have been an undergraduate on a STEM / Languages / Computing degree course. This includes mature or part-time students, those completing 4-year integrated courses, and those with a work-placement year
- Have a secure knowledge and understanding of at least one of the following subjects: Mathematics / Chemistry / Physics / MFL / Computing.
- Have an A level in the subject applied for
- At least a grade C (Grade 4) in both GCSE English and GCSE Mathematics at the time of application. (Note – Level 2 Literacy and Level 2 Numeracy are NOT equivalent qualifications)

Eligibility for Teacher Training

- Interns should be able to meet the current eligibility requirements to apply for Initial Teacher Training (ITT)

Personal Skills

- Excellent communication skills – especially communicating with children and colleagues in a professional context.
- High standard of written and spoken English, including a clear speaking voice and good presentation skills.
- Excellent organisational and planning skills.
- Confidence, initiative, self-motivation, perseverance and resilience.
- Humility, empathy and respect.
- Professional appearance and manner.
- A commitment to Child Protection / Safeguarding.
- Commitment to equal opportunities and raising standards of achievement.

- The ability to work effectively in high performing teams, working under pressure, meeting deadlines and securing professional relationships with both staff and students.
- Effective use of ICT

Desirable Skills/ Experience

- Experience of working with students in a professional context.
- Experience of planning educational resources and/or delivering small presentations.
- Experience of working as part of a team

General Accountabilities

- To promote St Mary's College Equal Opportunity Employment Policy.
- The Health and Safety at Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the postholder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees in accordance with legislation and St Mary's College policy.
- Where the postholder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If, however, a certain task proves to be unachievable then job redesign will be given full consideration.

Last updated: November 2023