



### Post Details and Job Description

<b>JOB TITLE:</b>	<b>Academic Internship</b>
<b>CONTRACT TYPE:</b>	Temporary. Flexible Fulltime or Part-time. Subject to availability and funding – 3 to 9 months expected.
<b>ACCOUNTABLE TO:</b>	Subject Leader/ SLT
<b>GRADE:</b>	Grade 4 £18,795 Pro Rata (Pay Award Pending).
<b>THE ROLE:</b>	<ul style="list-style-type: none"> <li>The post holder will be expected to support and deliver flexible, person-centred programmes of study for individual and small groups of young people.</li> <li>The post holder will be expected to work across the ALP Family of schools.</li> </ul>
<b>General Expectations:</b>	<p>Staff will:</p> <ul style="list-style-type: none"> <li>Contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities'.</li> <li>Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage staff and students to follow this example.</li> <li>Follow school policy regarding care, support and supervision of students.</li> <li>Attend training and development activities and courses, ensuring continuing, personal and professional development.</li> <li>Contribute to a welcoming school culture by promoting mutual respect for all.</li> <li>Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.</li> <li>Work as a team member.</li> <li>Act as a role model to students in speech, dress, behaviour and attitude.</li> <li>Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health &amp; Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality &amp; Diversity, Confidentiality and Induction.</li> </ul>
<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>To be responsible for delivering a curriculum programme in small group or 1:1 situation.</li> <li>To prepare, plan and assess sessions as part of each young person's education programme.</li> <li>To teach groups and individual students within the framework of the National Curriculum and programme where appropriate.</li> <li>To maintain an awareness of curriculum developments both locally and nationally.</li> <li>To be responsible for following schemes of work for specific areas of responsibility.</li> <li>To attend and actively contribute to staff meetings.</li> <li>To share relevant information with colleagues to ensure that an overview of the education service is maintained.</li> <li>To monitor progress of young people through regular tracking of performance.</li> <li>Assist with the creation of Individual Education Plans for each young person in liaison with the education team.</li> <li>To organise, prepare for and write reports for designated students in Class/Tutor Group.</li> <li>To build a relationship with all young people, which encourage their interests and participation in education.</li> <li>To assess and manage risk effectively in education and community settings</li> <li>To facilitate effective communication and record keeping of young people's progress.</li> <li>Support and encourage colleagues at all levels within the school.</li> <li>Support as directed throughout the school, subject to appropriate training.</li> <li>Expect, monitor and improve progress in student learning.</li> <li>Contribute to the personal and social development of all students.</li> <li>Take part in quality assurance and performance management procedures outlined in an agreed school policy.</li> </ul>

	<ul style="list-style-type: none"> <li>• Take responsibility for personal development.</li> <li>• Plan lessons using a range of strategies to meet student's individual learning needs understood from attainment and supporting data.</li> <li>• Have a thorough knowledge and understanding of their subject.</li> <li>• Use the models set out in School Policies for delivery of lessons.</li> <li>• Mark, assess record and report on student's achievements, setting appropriate targets. Keep to deadlines for reporting, marking, submission of coursework and assignments.</li> <li>• Prepare students for examinations when required, taking part in standardising and moderating activities required by departments and examination boards.</li> <li>• Attend and contribute to appropriate meetings and professional development activities.</li> <li>• Take an active part in the school's self-evaluation process, including the completion of appropriate documentation, and contribute to this process within the subject area.</li> <li>• Undertake whatever other duties might reasonably be requested by the Head Teacher or Subject Leader.</li> </ul>
<b>Special Conditions:</b>	<ul style="list-style-type: none"> <li>• The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.</li> <li>• The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.</li> <li>• The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health &amp; Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.</li> <li>• An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before any appointment can be confirmed.</li> </ul>

### Person Specification

		Essential	Desirable
Application	ALP Application Form	*	
	A well-structured letter of application indicating interests and strengths in the subject.	*	
	Fully supported in references.	*	
Qualifications and Professional Development	GCSE English & Maths A-C (or equivalent)	*	
	A Level in relevant subject A-C (or equivalent)	*	
	Appropriate Higher Education qualification such as HND, HNC or degree level.	*	*
Knowledge & Experience	Demonstrate an ability to use skills, expertise and experience to lead student learning	*	
	Knowledge of the national curriculum and other programmes related to education		*
	Experience of working with young people and/or young adults		*
	Awareness of planning programmes of study for a range of subject areas		*
	Awareness of effective teaching and learning styles		*
	A clear understanding of keeping students safe in schools.	*	
Qualities & Values	A drive to make learning fun, engaging and exciting for all students.	*	
	A passion for the subject.	*	
	Ability to use ICT as a learning tool.	*	
	The ability to inspire others and share good practice.	*	
	Good communication skills with the ability to relate effectively to all ages and abilities.	*	
	A commitment to promoting inclusion.	*	
	A desire to extend learning outside of the classroom.	*	
	A commitment to Equal Opportunities.	*	
Personal Attributes	Ability to work successfully under pressure and retain a sense of humour.	*	
	A strong moral purpose and drive for continued improvement for all.	*	
	Ability to work as a team member to achieve common goals.	*	
	Enthusiasm and self-confidence.	*	
	Personal presence and impact.	*	
	Initiative, energy and perseverance.	*	

Assessment against the criteria outlined above will be through the application form, letter of application, work related assessments, interview process and references.