



St Mary's College

Paid Internship in Maths and Physics Job Description

JOB TITLE: Mathematics / Physics Internship

SALARY: £1200.00

DATES: 17th June – 12th July 2019 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 or Physics with a view to their 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 specialist subject(s), Mathematics and/or Physics, are taught within a secondary school.
- To develop an understanding of professional teaching pedagogy including their specialist curriculum areas.
- To develop an understanding of 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-5.15pm on Mondays, and 8.30am-4.30pm on Tuesday-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

- Have a secure knowledge and understanding of their specialist subject(s), Mathematics and/or Physics.
- A-level in Mathematics or Physics
- Be within their penultimate year of university in a subject which supports Mathematics and/or Physics, for example, in your second year of a 3-year undergraduate degree or in your first year of a 2-year Masters.
- At least a grade C in both GCSE English Language 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 eligibility requirements to apply for Initial Teacher Training (ITT) in September 2019, should they wish to apply.

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.

Date prepared: Jan 2019