



Job Description

Job Title: Graduate Intern

Reporting to: Head of Deep experience

Overall purpose of the post:

To effectively and efficiently undertake a range of duties associated with the teaching and support for students and associated administration as requested by the Head of Deep Experience and to contribute to the achievement of the Trust's strategic objectives.

Main duties and responsibilities:

- Work with the pastoral team providing student supervisory support & behaviour guidance
- Undertake supervision duties at start and finish of school, break and lunch
- In-class support in your specialist subject to enhance pupils learning experience
- One to one and small group specific tuition/interventions where you will utilise your subject knowledge to raise pupil attainment
- Assistance with planning and preparation of lessons / interventions alongside teachers to up-skill you in this area
- Participation in the assessment processes alongside teachers, using a variety of methods and techniques and providing effective, timely and appropriate feedback to students to support their learning.
- Supervision of practical work, advising on skills, methods and techniques to assist the transfer of knowledge.
- To undertake limited administrative duties as requested by the Head of Deep Experience Support
- Engage in professional development as appropriate and regularly update subject related knowledge base.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable

- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.