



# DR CHALLONER'S GRAMMAR SCHOOL

## Intern

### Fixed Term Contract for one year from September 2018

Full Time Equivalent Salary	£14,771 per annum if aged 25 or over £14,075 per annum if aged 21-24 £13,388 per annum if under 21
Actual Salary	£10,168 per annum if aged 25 or over £9,689 per annum if aged 21-24 £9,216 per annum if under 21
Hours per week	31.25 hours
Working weeks per year	38 weeks
Paid holiday per year	5.087 weeks (included within salary)
Start date	1 <sup>st</sup> September 2018



We are seeking an enthusiastic individual to work in the school for one year. The main role will be to cover classes when teaching staff are absent, although involvement in other areas of school life such as sport, music or drama would be welcomed. This would be an ideal opportunity for someone considering a career in education to gain some experience of working in a school environment.

**Closing date: Please apply as soon as possible**

Please return your completed application form to [employment@challoners.org](mailto:employment@challoners.org)

Dr Challoner's Grammar School is committed to safeguarding and successful candidates will be required to complete an enhanced DBS check.

# ROLE PROFILE

## Job Title

Intern

## Job purpose

To support the teaching and learning process.

## Objectives

To provide high quality cover for absent teachers.  
To assist in the smooth operation of school routines.

## Principal Responsibility Areas

A Providing classroom management for classes in the absence of a teacher.  
B Administrative and technician support for the Senior Leadership Team.

## Key Tasks

A1 To provide classroom management for classes in the absence of a teaching member of staff.  
A2 To provide an orderly and purposeful learning environment in which students can complete the work set by the teacher, using the school's rewards and sanctions as appropriate.  
A3 To undertake professional development activities to assist in A1 and A2.  
A4 To accompany students as an additional adult on educational visits as required.

B1 To play an active role in the smooth running of the school on a daily basis.  
B2 To carry out general administration support for the Senior Leadership Team, e.g. photocopying.  
B3 To support the Senior Leadership Team in research projects.  
B4 To support the Reprographics Team during busy periods.  
B5 To assist with the upkeep of display boards.  
B6 To take an active part in the extra-curricular life of the school.  
B7 To undertake any other reasonable task required by the Headmaster or line manager.



# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications	Good standard of general education up to A Level or equivalent.	An understanding of the different ways in which people learn and potential barriers to learning.
Previous Work/School Experience	Experience of a position of responsibility, either at school or in a club environment.	Experience of employment requiring reliability, flexibility, initiative and perseverance.
Professional Skills & Experience	Very good written and oral communication skills.  A competent IT user.	Research skills and experience.
People Management Skills	Effective communicator with students, staff and parents.  An effective team player, able to work both independently and collaboratively.	Experience of working with young people in a position of responsibility.
Other Personal Qualities	Appropriate motivation for working in a school (one which values young people and shows concern for their personal safety & well-being).  Well developed planning & organising skills including time management.  Personal stamina, resilience & energy including a good record of attendance and health.	Ability to use initiative, but willing to ask for help.  Enthusiasm, integrity & a sense of humour.  A willingness to contribute to extra-curricular activities outside contracted hours.