



JOB DESCRIPTION

POST TITLE: TALENT INTO TEACHING PAID INTERNSHIP - HEALTH
(FIXED TERM FOR 2 YEARS)
POST NUMBER: WREQ3572
GRADE: HAY SCALE

JOB PURPOSE

The teaching internship programme supports trainee teachers to develop their practice through the following:

- Reduced timetable
- Dedicated time to shadow and team teach with experienced teachers
- Allocated training time towards a Level 5 Diploma in Education and Training
- Subject specific support and mentoring

The internship takes place over a two-year period. On successful completion of the internship the trainee teacher will have the opportunity to progress into a teaching role within their subject area. Interns who successfully complete the two-year programme will be given the option to complete further post graduate study funded by the college.

KEY DUTIES AND RESPONSIBILITIES

As a trainee teacher you will be developed and supported to fulfil the following:

- Undertaking general clerical duties and implementing college office procedures and processes;
- Plan and deliver high-quality teaching, learning and assessment against an agreed timetable.
- Develop learning resources that can be used within your teaching and to support learning beyond the classroom e.g., virtual learning environment.
- Develop formative and summative assessment opportunities that adhere to awarding body expectations.
- Support the development of study skills and revision techniques that enable learners to prepare for external assessment activity.
- Provide pastoral support to learners and/or apprentices in line with the tutorial scheme of learning and associated policies and protocols.
- Meet all expectations of your Level 5 diploma in Education and training.



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- Work alongside a Subject Specialist Mentor to develop their teaching, learning and assessment practice.
- Engage in industry updating, subject specific and wider CPD as directed by your line manager or subject specialist Mentor.
- Contribute to activities that support the wider enrichment opportunities for learners and apprentices including personal development and/or tutorial.
- Develop your use of key systems and processes to ensure interventions and strategies that support learner and apprentice progress are effective.
- Contribute and adhere to quality assurance protocols associated with FE, HE, and apprenticeships as applicable.
- Actively contribute to Careers Information, Advice and guidance through activities and events organised by the faculty or College.

GENERIC DUTIES

In addition to the above requirements, all members of academic staff are required to:

- Complete all associated organisation/administrative work, preparation and marking.
- Deal with immediate student disciplinary and welfare problems.
- Keep and maintain specified student and class records.
- Assist with administration, recruitment, enrolment, pre-enrolment information, advice and guidance, and identification of customer requirements.
- Participate in Programme/School/College activities as requested, including parents' evenings, career events, open days, and other publicity and public relations events.
- Be subject to staff appraisal processes, in-service training, and industrial updating, based upon an assessment of individual service needs.
- Meet the requirements of the Health & Safety at Work Act 1974 and the Colleges' Health and Safety Procedures.
- Complying with Information Security requirements, in line with Weston College policy.



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- Undertake such other duties as may be reasonably required, commensurate with the grade of the appointment.

HEALTH AND SAFETY

All staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

CONDITIONS OF SERVICE

The College standard Contract of Service for Support staff applies.

SALARY

The salary across the two years is outlined below. Progression onto year 2 will be subject to meeting an agreed set of key performance outcomes.

Starting salary in Year 1 of internship (Hay 9 Scale) £21,383.00 per annum.

Up to top of Hay 9 Scale (salary potential) in Year 2 £24,228.00 per annum.

In addition to the salary outlined above, the College will subsidise 100% of the cost for your Level 5 Diploma in Education and Training qualification.

Please note, the College reserves the right to reclaim all tuition and exam costs associated with the Level 5 Diploma in Education if either the post holder fails the qualification or leaves within 12 months of completing the internship.

HOURS

Hours of attendance: 37 hours per week.

Annual leave: 281.5 hours per annum, inclusive of statutory bank holidays.

The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

Learner based contact hours:

Year 1 18 hours per week. Annual total: 612



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Year 2 21 hours per week. Annual total: 714



PERSON SPECIFICATION

GRADUATE TEACHER TRAINING	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent), including Mathematics and English.	✓	
Degree or professional qualification (level 4 and above).	✓	
Experience of working with young people and/or adults in an employed or voluntary capacity.	✓	
Computer literacy.	✓	
Highly motivated.	✓	
Excellent organisational skills.	✓	
Excellent interpersonal and communication skills.	✓	
Ability to work as part of a team.	✓	
Excellent communication skills.	✓	
Setting and achieving high standards for yourself and others.	✓	
Self-ambitious and committed to pursuing a career within the education sector.	✓	

Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.