



## Graduate Internship

# Candidate Information Pack 2021/2022

**Learning Today: Leading tomorrow**

# Our School

## Learning today: leading tomorrow

At Bentley Wood High School for Girls we are proud of our fine record of academic achievement within our safe, caring, stimulating environment where pupils learn happily and well. We encourage each girl to develop a wide range of skills and interests, to achieve her personal best and to work co-operatively with consideration for all members of our learning community at all times.

As a single sex school, we recognise that research has shown that our environment empowers girls to maximise their potential, participate fully in all areas of school life and achieve their very best.

Bentley Wood High School is a rich and diverse community. We celebrate our diversity and welcome further opportunities to learn from each other. Our partnership with parents is a strength of the school. Parents consistently provide positive feedback and are very supportive of the school through our Parent Voice group.

We are extremely lucky to be in a school in such a beautiful natural setting. Bentley Wood High School has been described by parents as the 'hidden jewel in the crown' however; our most important treasures are our students and staff.

**I very much look forward to meeting you.**

Dr Janice Howkins OBE

Headteacher



# Job Description: Graduate Internship

**Purpose:** To support students with their learning and development during lessons and involvement with enrichment activities. This role enables those who have excelled throughout their education and are keen to share their passion and knowledge with the next generation. It involves working with students in lessons in your specialist subject and working closely with their teachers to support with resources. There will also be an expectation to support students in other lessons and run an enrichment lunchtime activity.

**Responsible to:** Assistant Headteacher

## Main Duties and Responsibilities

1. To be committed to and to promote the school's vision, aims, objectives and values.
2. To be committed to safeguarding and promoting the welfare of children, there will be a high involvement in regulated activity relevant to children. Please see our [Child Protection Policy](#)
3. To support different groups of students in their learning across the school with focus on your subject specialism and supporting other students across the curriculum.
4. Support with one to one interventions.
5. To support the teaching & network support team to develop new and innovative ways to support students in their learning across a number of subjects.
6. To track the progress of students who are specifically targeted for support.
7. To share effective strategies for supporting SEND and EAL students with the department and with other teachers in the school.
8. To carry out any other duties given by the Head teacher.
9. Attend departmental meetings.
10. To run an enrichment lunchtime activity.

**EQUALITY** - Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

**HEALTH AND SAFETY** - Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

### OTHER DUTIES

All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices.

To comply with any reasonable requests from a leader/manager to undertake work of a similar level that is not specified in the job description.

To discuss with subject teachers any specific requirements for a lesson e.g. special test arrangements, practical sessions, specific needs of a particular section of a course.

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

# Person Specification:

Qualifications	Essential	Desirable	How measured
Degree level	✓		Application
Evidence of professional development	✓		Application and interview
Skills & Experience			
General administrative experience	✓		Application, references and interview
Confidence to communicate effectively, clearly and accurately both orally and in writing	✓		Application, references and interview
Good interpersonal skills, a high level of initiative, energy and enthusiasm	✓		Application, references and interview
The ability to follow instructions in order for students to meet the tasks required	✓		Application, references and interview
The ability to work as a member of a team and to have sensitivity and tact in dealing with a wide range of young adults and people	✓		Application, references and interview
The ability to remain calm under pressure, maintain complete confidentiality and discretion at all times	✓		Application, references and interview
Experience of working in or working with schools		✓	Application, references and interview
Qualities			
Commitment to student safeguarding and well being	✓		Application, references and interview
A commitment to the positive behaviours of students	✓		Application, references and interview
Commitment to equal opportunities	✓		Application, references and interview

A willingness to share in the school's educational vision	✓		Application, references and interview
Strong team player	✓		Application, references and interview
Self-motivation and a sense of initiative	✓		Application, references and interview
Open and transparent work ethic	✓		Application, references and interview
Flexible and adaptable in approach and hours if necessary	✓		Application, references and interview
Professional conduct and personal integrity	✓		Application, references and interview