**Job Title:** Graduate Intern

**Salary:** Grade 2

**Hours of work:** 37 hours per week TTO **Temporary, One Year Contract with potential to extend**

**Responsible to:** Alternative Provision Lead

**Post Objective:**

To prepare the post holder for a successful teaching career through gaining full experience of all student related roles in school. A large proportion of time is spent supporting students who are most at need through the inclusion team and student support team. Each graduate intern will be supported through a mentor programme and be attached to a teaching faculty, which for most is the subject area in which they aim to develop their teaching career.

Under the direction of line-management the post holder will challenge and support the students, help with organisational and study skills and provide homework and revision sessions.

To deliver work set when a teacher is absent.

**Duties, Responsibilities and Key Tasks:**

* To support students with specific needs within the classroom as directed by the Inclusion team.
* Deliver small group tutoring and intervention sessions.
* Run homework, revision and enrichment sessions for students under the direction of the Inclusion team.
* To support students as required with organisation /numeracy/literacy/extended writing and revision.
* To offer support to the classroom teacher with the management of all students.
* To support practical learning as need arises, supporting students accordingly.
* To assist the student support team in mentoring of students promoting achievement, aspiration and engagement.
* To meet and greet all students on arrival to school, perform break duty as directed by Senior Staff and send all students off calmly at the end of the school day.
* To be linked to the Enhanced Provision Centre and support the team with the creation of resources, supporting all admin such as notice boards, ordering of resources and any other admin related duties.
* To support students with the examination process as required by the Exam Officer and SENCO.
* Perform any task or duty under the reasonable direction of the Inclusion team.

The responsibilities of the post may be reviewed and modified in light of the needs of the academy. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder.

Note: It is expected that all post holders at Magnus Academy take part in training opportunities provided as part of their continued professional development and that any gained time to be taken in lieu.