



## The Sacred Heart Language College Job Description

<b>Post</b>	Graduate Intern
<b>Responsible to:</b>	Head of Inclusion
<b>Purpose</b>	To work with pupils both in the mainstream classroom and to provide more focused 1:1 and small group support in a core subject area.
<b>Salary</b>	College Salary Scale G03, point 11
<b>Version</b>	March 2025

### Responsibilities of a Graduate Intern:

- to work with pupils both in the mainstream classroom and to provide more focused 1:1 and small group support in a core subject area
- Experience of working with young people in an education setting would be an advantage, however we will welcome applications from highly qualified and strongly motivated candidates, particularly those wishing to gain experience in school before embarking on teacher training
- Training will be provided and you will be supported to enable you to play a vital role in helping our pupils achieve success, whilst developing your own career prospects.

<b>Tasks, Duties &amp; Responsibilities – Support for Pupils</b>
Supervise and provide support for pupils, including those with Special Educational Needs and Disabilities, ensuring their safety and access to learning activities.
Deliver 1:1 and small group intervention programmes in a core subject under the guidance of the teacher and/or Head of Inclusion.
Provide pastoral support as a key worker.
Set challenging expectations and promote self-esteem and independence
Provide feedback to the pupils in relation to progress and achievement under guidance of the teacher
<b>Tasks, Duties &amp; Responsibilities – Support for Teachers</b>
Liaise effectively with the teacher to plan learning activities
Enable pupils to understand instructions, explanations and tasks, developing support materials as required.
Use strategies and resources, in liaison with the teacher, to support pupils to achieve learning objectives.
Monitor pupils' responses to learning activities and accurately record and report achievement/progress as directed
Establish constructive relationships with parents/carers and external agencies

<b>Tasks, Duties &amp; Responsibilities – Support for Curriculum</b>
Work with a core department to develop and adapt resources and assessments to meet the needs of pupils with SEND.
Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
Support the use of ICT in learning activities and develop pupils' competence and independence in its use
Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
<b>Tasks, Duties &amp; Responsibilities – Support for the College</b>
Appreciate and support the role of other professionals
Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required
Assist with the creation of display materials to promote a positive learning environment.
Assist with the update of accurate information regarding pupils with SEND.
Attend and participate in relevant meetings as required, including attending department meetings
Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
Act as a reader / scribe for exams in line with the access arrangements policy.
Carry out administrative tasks as requested by senior staff and the Inclusion Team.
Undertake annual safeguarding and child protection training including familiarisation with national policy updates to Keeping Children Safe in Education



## **The Sacred Heart Language College Post: Graduate Intern Person Specification**

The following outlines the criteria for this post. There will be an initial training period to ensure the successful applicant is able to meet the key requirements of the role.

The successful candidate will be employed by the Governors of The Sacred Heart Language College. The skills, qualities and attributes required of this person are:

- Bachelors degree minimum
- willingness to uphold the values and Catholic ethos of the College
- GCSE Grade C or above in English, Maths and Science.
- educated to degree level with the ability to offer specialist support
- flexibility, patience, sense of humour
- resilience and good work ethic
- strong ICT skills
- ability to develop creative materials which make the curriculum accessible to the pupil(s) being supported
- ability to organise and manage own workload and to work as part of a team.
- ability to build effective and supportive relationships with pupils and colleagues
- excellent communication skills, both orally and in writing
- ability to use initiative, think creatively and find solutions to problems
- good interpersonal skills, with particular reference to working with young people

- previous experience of working with pupils who have Special Educational Needs or Disabilities would be an advantage but is not essential as training will be provided.