

Part-time Academic Internships (Paid)

Alleyn's School is seeking to appoint two paid academic interns from November 2019. These internships run until the end of March 2020 for two sessions a week, preferably two afternoons, i.e. from 12.45 – 17.00, to include 30 minutes for lunch (provided free as part of the package).

These posts are likely to appeal to post-graduate students working on a Master's degree or a Doctorate, or to a post-doctoral student taking a sabbatical before entering the world of full-time employment. They offer the opportunity to spend time gaining some paid work-experience in an educational environment, utilising the knowledge and skills developed during university studies. They are not exclusively designed for aspiring teachers, but would clearly be of particular benefit to those considering a career in teaching. As well as the usual school subjects, we teach Classics all the way through to A Level and teach Philosophy, Psychology, Economics, Film Studies, History of Art, and PE at A Level.

The successful candidates will become members of the School's teaching staff and will support students in a number of ways:

- Providing Upper School Extension sessions during the second half of lunch-times and after school. These will focus on leading discussion around topics of interest, current research etc. to sixth-form students who are contemplating studying their subject / subject area at university.
- Providing support or developing topics with individual students or groups of students in the Upper School during afternoon lesson time.
- Providing some Upper School Enrichment sessions during the second half of lunch-times and after-school, i.e. talks which are less subject-intense and would interest not only students studying the subject itself, but a wider range of students as part of their general education.
- Supporting the general academic work of a department or range of departments, as directed by the Head of Department and Deputy Head (Academic).

Precise responsibilities would be allocated according to the skills and abilities of the successful applicants. Applicants should be conscientious, reliable and have good inter-personal skills. They will enjoy working with young people as part of a small team, but also be able to show initiative and be self-motivating.

Terms and Conditions

On a day-to-day basis the successful candidates will be accountable to a particular Head of Department, but overall they will be accountable to the Deputy Head (Personnel & Administration) who will oversee their role in the School.

The internships will run from the beginning of November, assuming the necessary safeguarding checks have been completed, and will finish in the week beginning 23 March 2020. The salary for each post is £2,870, and will be paid in 5 monthly instalments. Some overnight accommodation may be available.

Application

If you wish to apply, an application form is available at www.alleyns.org.uk/school-vacancies or from the Headmaster's Personnel Administrator (email: personnel@alleyns.org.uk). This will need to be completed and a CV and referees supplied, along with a covering letter and your completed equal opportunities monitoring form. As the post involves working with pupils, an enhanced Disclosure & Barring Service (formerly CRB) check will need to be undertaken as part of the appointment process.

Applications should be submitted no later than noon on Wednesday 25 September. Interviews will be held the following week.

Dr Gary Savage, Headmaster, September 2019