

Catholic Teaching Internship Programme (schools):

We are looking to introduce paid internships for Catholic Students at the end of their 2nd year in university in order to encourage more young Catholics to consider teaching in our schools as a career. Schools would receive £1500 to host interns over 3 weeks, £900 of which would go to the intern.

We are looking to fund 4 primary and 3 secondary placements .

Work experience	Coaching and Mentoring	Training
<ul style="list-style-type: none">• Interns will benefit from a 3-week placement that will include:<ul style="list-style-type: none">i. Lesson observationsii. Paired teaching opportunitiesiii. Pupil shadowingiv. School directed project	<ul style="list-style-type: none">• Interns will benefit from:<ul style="list-style-type: none">i. A network event with ECTsii. A lead mentor for the duration of the internship	<ul style="list-style-type: none">• Interns will:<ul style="list-style-type: none">i. Be trained in the basics of safeguardingii. Be trained in basics of lesson planning

Invitation to take part.

These have been sent to all Russel group universities as well as St Mary's Twickenham and the University of Hertfordshire. This should cover students who have been educated in Diocesan Schools who may return to their homes when they begin work as well as those who choose to stay in the Diocesan area when their studies are over.

Timeframe:

- Placements advertised to students: Autumn term 2023
- Student applications deadline: 30th November 2023
- Panel reviews applications: by 15th December 2023
- Applications sent to internship host employers: 8th January 2024
- Employers inform Diocese of potential applicants: by 19th January 2024
- Panel makes final recommendations: by 2nd February 2024
- Internships start end of June onwards (tbc between school and Intern)

Application process

Schools will have signed up for the scheme, signing the requirement form and potential interns would be invited to specify which school they would like to be considered for.

1. Potential interns should apply with a full CV and a 300-word statement, outlining their interest in the position; their suitability for it; what they will contribute to the school and what they think they will gain from the process.

2. A panel will consider all applications to ensure they meet the requirements. Applicants are then interviewed

Remuneration

Schools will receive £1500 for each 3-week intern placement. Interns will receive £300 per week; the school may use the balance to off-set expenses connected with hosting.

As interns are paid, there is no expectation that they would need support with travel costs or lunch expenses.

Placements should offer:

- Clear descriptions of the projects and tasks that the intern is expected to perform. If they have to be revised subsequently, it should be in agreement with the intern.
- Designate a point of contact within the organisation, who will discuss practical arrangements with the intern before their arrival, supervise the intern, and act as the primary contact for communications with the Diocese

- Comply with local health and safety obligations in relation to the internship
- Provide assurance that your organisation's insurance will cover potential liability that may arise from the internship
- Indicate what skills the intern could acquire during their internship
- Assign challenging tasks and projects with a high degree of responsibility
- Formal and informal training so that interns are able to undertake the projects and tasks to which they are assigned
- Limited assignments of unskilled tasks
- A supervisor assigned to the intern
- An introductory meeting with the intern to discuss mutual expectations, as well as learning and professional objectives of the internship
- Time to introduce the intern to colleagues and the new work place including facilities and health and safety procedures; explain the organisation's objectives and values
- Acknowledge and value the intern's contribution and achievements
- Provide each intern with an appropriate work space (desk, computer, software, etc.)
- Make the intern feel part of the team (include them in team building activities and celebrations)
- Organise regular sessions at least once a week where the supervisor tracks the intern's progress, gives feedback or provides support
- Structure the intern's tasks within a work plan & a timeline (which can be revised with the intern)
- Make any necessary and reasonable adjustments to accommodate interns in the case of disability or additional needs, in accordance with the Equality Act 2010 and the Diocese of Westminster Equality Policy.

Career Development

At the end of the internship, schools will encourage all Interns to attend a final event hosted at Vaughan House which will give them more information about training to teach in our Catholic Schools. Schools will also be provided with information packs to share with Interns during the placement so that they can discuss further routes into teaching.

Requirements of Interns

All interns should ensure that:

- the internship is suitable for their needs in terms of content and environment.
- check the viability of the internship including local guidance to ensure the internship can be undertaken.
- not accept an internship, under any circumstances, that they do not fully intend to complete.
- make travel arrangements and, where necessary, find suitable accommodation for the duration of the internship.
- contribute to the internship in a professional manner.
- communicate regularly with the assigned point of contact within the host organisation.
- advise the host school if any difficulties arise before or during an internship that may affect their ability to complete the placement.
- provide feedback to the Diocese at the end of the internship.
- Providing information in the application which is to the best of their knowledge, accurate and true. Inaccurate or untruthful information may compromise an application and/or terms of agreement of the internship and/or lead to the offer of the internship being withdrawn.