



Role: Into School Programme Internship/volunteer Opportunity

Time Commitment: 2 - 4 days per week between Monday – Thursday

Hours: 10am – 5pm

Duration: 6 – 8 weeks, with flexibility for longer if required, during term time only

Summary

Internships at Baytree provide a unique opportunity for student learning outside of academic settings, giving actual work experience, and in the case of Baytree, providing valuable insight into the charity sector and alternative educational settings in the community. The Into School programme facilitates the transition of newly arrived girls in the UK aged 11 – 18 into the UK education system and community. The programme provides a holistic space for the girls to learn and improve their English and maths abilities, develop friendships and have fun whilst they are waiting to secure a place in school or college.

Purpose of the role

To provide support to the Into School programme Coordinator to ensure smooth delivery and student engagement in the programme

Duties and Responsibilities

To work closely with the Into School Coordinator to:

- Provide classroom support
- Reinforce and encourage positive behaviour
- Build positive relationships with the girls enrolled on the programme
- Assist in the planning and organisation of community events
- Carry out general administrative tasks
- Run errands and source resources for activities
- Prepare lunch and eat with the girls twice a week

Person Specification

Essential:

- Good interpersonal skills
- Able to work well within a diverse team
- Able to engage with young people from different cultural backgrounds
- Good written communication skills
- Computer literate – Microsoft outlook, Excel
- Ability to work independently with limited supervision
- Good time management



- Reliable and punctual
- An interest in working within the charity sector, community development or social care
- Flexibility and willingness to lend a hand with a variety of activities as and when required

Desirable:

- Experience of working within a community setting
- Teaching experience or ESOL qualification
- Experience of conducting research and collating information into reports
- Experience of volunteering
- Some knowledge of a second language (e.g., Spanish, Portuguese, French, Arabic)

Due to the nature of the work this role is open to female applicants only. Equality Act 2010: Schedule 9: Occupational Requirements