



Internship

Job Description and
Person Specification

October 2018



The PTI

The PTI (formerly The Prince's Teaching Institute) is one of a group of charities whose Royal Founding Patron is The Prince of Wales. It aims to improve educational provision in England and Wales through offering state school teachers unique support:

- The **Schools Programme**: a membership scheme for school departments committed to improving their teaching provision and whose induction requires a teacher from the department to have attended a Summer School
- The **Subject Enrichment Residentials**: A three-day residential professional development course for teachers, including talks from Cambridge academics and leading authors/speakers, which acts as induction for Heads of Department to the Schools Programme. (Past speakers include Tom Stoppard and Simon Schama)
- The **Schools Leadership Programme**: a membership scheme for schools who choose to undertake a school improvement programme focused on staff development, curriculum development or leadership
- **Leadership Residentials**: A two day residential for Headteachers and policy-makers to consider what makes for excellent leadership in schools, and which acts as induction for Headteachers to the Schools Leadership Programme
- **CPD Subject Days**: One-day professional development events held across the country, led by practising teachers with leading academics and authors
- The virtual **Staffroom**: a members-only area of website with teaching resources and podcasts, available to Summer School alumni and Schools Programme department members only
- **New Teacher Subject Days**: a programme of four Saturday courses for school-based trainee teachers and Newly Qualified Teachers
- the **Primary Leadership Programme and Conference**: Modelled on the Schools Leadership Programme and Headteacher Conference for secondary teachers, the PTI began a parallel stream for Primary Heads in 2016.

The PTI's activities are designed to re-inspire state secondary school teachers to give their best and to encourage them to inspire their pupils in turn. It runs events for English, History, Geography, Science, Mathematics, Modern Foreign Language, Latin, Art and Music teachers. The Primary Leadership Programme promotes the idea that a degree of subject specialist teaching at the primary level is a key component to inspiring older primary-aged children.

The PTI was founded in 2006 and has grown extremely rapidly. During the 2017/18 academic year over 1100 teachers returned to their schools refreshed by participating in PTI events. Over 10% of state schools in England and Wales are now members of the Schools Programme and Schools Leadership Programme.

The PTI is now offering an internship, to start in November 2018, lasting for about 9 months. The exact length of the contract is to be agreed with the successful candidate.

This is an exciting opportunity for those wishing to gain experience across the spectrum of roles in a successful charity. You will be encouraged to think for yourself and take responsibility in areas from operations and marketing to fundraising. The successful candidate will have day-to-day contact with a wide variety of people, including some very senior and well-known individuals. The successful applicant will join the full-time staff of twelve in the office in Grosvenor Gardens, London, and work closely with the PTI teacher leaders, and the full-time team led by Co-Director, Chris Pope.

For further details on The PTI, please visit www.ptieducation.org.

Candidates must have the right to work in the UK to apply for this role.

Please email your CV and a covering letter highlighting your suitability for the job and why you would be good in the role to jobs@ptieducation.org quoting "Internship" in the subject line. The deadline is 10am on Monday 12th November 2018.

Job Description

Job Title	Intern
Salary Range	£15,300 p.a. pro rata
Location	London
Reports to	Chief Operating Officer, with close strong working relationships with Senior Events Manager and other staff
Contract:	Internship to start in November 2018, lasting about 9 months

Key activities

Assist with the administration of the PTI office, participating in all activities leading to the smooth-running of it, with particular focus on the affiliated school activities (Leadership, Schools Programme, Primary) and Development. These could include any of the following:

- Supporting the Senior Events Manager in the organising and running of the charity's CPD programme for teachers, for example:
 - Liaising with teachers leading the events
 - Co-ordinating logistics with external venues
 - Assisting with marketing content for events
- Supporting the Senior Programmes Manager in the running of the Leadership Programmes and Schools Programme
- Supporting the Senior Philanthropy and Partnerships Manager, for example:
 - Running information evenings and donor events
 - Ensuring that Salesforce and the Voluntary Income spreadsheets are kept up to date with reference to pledges, donations, donation acknowledgements etc
 - Generally maintaining donor databases
- Assisting with the general administration of the charity in collaboration with colleagues, for example
 - Scheduling executive, trustee and subcommittee meetings
 - Responsibility for Petty Cash
 - Overseeing stationery supplies etc
- Attending events across England and Wales, including Residentials, New Teacher Subject Days courses (occasional Saturdays), and helping ensure the smooth-running of events
- Maintaining venue and speaker databases
- General assistance in the day to day running of the organisation

Person Specification

- Good attention to detail
- Efficient and organised
- Able to deal with delicate situations tactfully
- Energetic, positive self-starter willing to take responsibility
- Excellent written English, with perfect grammar and spelling
- Ability to maintain confidentiality at all times and exercise discretion
- IT self-sufficiency, including fluency in Excel, Power Point, Word, Outlook is essential