



### **Role: Into School Programme Intern**

Into School is a programme that facilitates the transition of newly-arrived girls into the UK education system. The project offers support to girls in our local community who have recently arrived in the UK and have no school place. Many of these girls may be unaccompanied minors, refugees or asylum seekers and come with varying levels of English. Girls participate in ESOL classes Monday to Thursday. They attend Maths and Art classes as well as cook and have lunch together on a daily basis. Girls also receive the necessary support to secure a school or college place.

The Into School Intern will support the Into School Project Manager and Youth Service team in administrative tasks and operations. She will be involved in monitoring and evaluation, logistics and project delivery, working directly with refugee and migrant girls and volunteers.

### **RESPONSIBILITIES**

#### **Programme Coordination and Development**

- Providing a positive environment where young people feel safe and continuously engaged
- Assisting in the overall coordination and development of the programme, including session coordination and coordinating volunteers and girls
- Assisting in the planning and organisation of local community projects and social and cultural activities that promote the girls' integration
- Organising and taking girls on day trips to museums and other cultural sites in London
- Preparing resources for the ESOL sessions, in line with the syllabus, taking into account the level of the girls' English
- Providing cover as needed for mentors or session volunteers
- Liaising with programme coordinator, mentors, parents, guardians, social services, schools and councils' admissions teams to monitor the progress being made to school applications and offering support when needed

#### **Monitoring and Evaluation**

- Supporting the Into School Project Manager on a monitoring and evaluation campaign - making phone calls, sending emails and texts to current and former participants, gathering data

- Updating girls' and volunteers' attendance records on VIEWS
- Uploading and imputing evaluation forms and questionnaires onto VIEWS

#### Administration

- Providing support and assistance in ensuring all records and data are comprehensive and up to date
- Overseeing records of school applications
- Preparing paper work, handbooks and folders for participants

#### Outreach and Communication

- Promoting the programme and fostering engagement with the community, social services and refugee organisations with the aim of raising the public profile of the programme as well as recruiting new girls on the programme
- Driving forward Baytree's social media presence and keeping the website up to date with relevant news and blog posts
- Creating posters and flyers for varying audiences to promote the Into School project services and activities

### **WORKING SCHEDULE**

Ideally, we would like an intern to work with us two days a week, 10am-6pm, for a period of three months. We are however willing to negotiate this with the right candidate.

### **PERSON SPECIFICATION**

#### Essential:

- Ability to deal with and connect to people from varying backgrounds
- Understanding of the needs of newly arrived girls and young women
- Personable and enthusiastic
- Good written and oral communication skills
- Highly computer literate
- Ability to work independently with limited supervision
- Organisation and time management skills
- Punctuality and reliability
- An interest in working with children and young people or in the charity sector
- Flexibility and willingness to lend a hand with a variety of activities as and when required

#### Desirable:

- TEFL certificate or experience of teaching ESOL/EAL/EFL
- Familiarity with UK education system
- Experience of working with children
- Experience of office administration
- Some knowledge of a second language (eg. Spanish, Portuguese, French, Arabic)