



Policy Title	INTERN POLICY
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Drafting Committee (Those consulted originally)	V. Maharaj Deputy Head - Campus Compliance G.W. Royce Rector
Approved by	EXCO
Date Approved	21 September 2020
Implemented by (Compliance Monitoring)	Intern Team
Review/Modified date	July 2010; March 2011; September 2011; 3 September 2020
Rescinded	
Relevant Legislation	a. The Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997) b. The Skills Development Act, 1998 (Act No. 97 of 1998) c. The Labour Relations Act, 1995 (Act No. 66 of 1995) d. The Employment Equity Act, 1998 (Act No. 55 of 1998) e. St Peter's Transformation Statement
Bibliography	
Date on Server	21 September 2020
Date on Website	September 2020

1. Vision

“Growing inspiring teachers to unlock children’s potential for their **Big Futures**”.

St Peter’s Prep Schools (St Peter’s) is committed to transformation in the workplace and creating a training and development environment to develop teachers for our country to address the shortage of skilled and practice-based teachers.

2. Objectives -The programme seeks to:

2.1 Academic: successfully complete a Bachelor’s Degree in Education.

2.2 Classroom experience: imbue graduates with a growth-mindset and accountable, committed, professional attitudes that will enable them to be effective classroom practitioners.

- 2.3 **Psycho-social support:** produce graduates who aspire to live Christian values; and who have the maturity to deal with the emotional demands of teaching.
- 2.4 **Community Partnership:** grow an understanding of community and servant-leadership qualities.
- 2.5 **Leadership:** develop teachers who have, among others, the following characteristics: ability to work as a team (collaboration), delegate, communicate, influence, display empathy and learning agility, be passionate about the higher purpose of all they do.

3. Scope

The Intern Policy applies to individuals who have been recruited specifically as Interns. They will be immersed in the St Peter's Intern Programme and will be paid a stipend either by St Peter's or external institutions/donors.

4. Policy

4.1 Selection Criteria/Eligibility

- a. Must be South African citizens, including previously disadvantaged groups. (These are the following groups: Coloured, Chinese, Indian, Black, persons with disabilities.)
- b. Teacher Interns must show a commitment to teaching as a career.
- c. Preferably under the age of 25.
- d. Candidates must have the willingness and ability to embrace the ethos of the school and fully participate in life at St Peter's.
- e. Matric academic criteria applicable for a position
 - English Home Language: 55%, English First Additional Language: 60%. (If English isn't one of these 2 options, they are unable to qualify).
 - Mathematics: 55% or Mathematics Literacy: 60%

4.2 Recruitment and Interview Process

Interns are required in each Junior Primary classroom from grade 0 to grade 2. If funding is available, interns are also recruited for the Pre-Primary and Senior Primary Phases. Vacancies for interns must be advertised as widely as possible: on the School website, Facebook, Instagram, Universities and any service provider whose aim it is to recruit young adults. St Peter's employees are also encouraged to advertise the Intern Programme by word of mouth or by any other appropriate means.

- a. The recruitment, selection and placement of Interns are a Human Resource function and will be performed in consultation with the Intern Team. The recruitment, selection and placement must be carried out uniformly across the organization.
- b. The selection process, interviewing and other selection methods will be implemented in line with St Peter's Recruitment Policy and procedures.

4.3 Period of Internship

The period of appointment under the Internship Programme is twelve (12) months, renewable in line with operational needs, successful academic results, performance on the job and available funding. This period may be increased or decreased in exceptional circumstances. No expectation of permanent employment is created by the appointment of Interns. However, the intention is to develop Interns into fully-fledged teachers who may ultimately be appointed as permanent staff members at the School, other ISASA schools or public schools.

4.4 Intern Package includes, where possible:

- An annual stipend set in consultation between the School and St Peter's Foundation
- Tuition fees, excluding fees for repeat subjects that have been failed or missed for any reason other than illness (refer Memorandum of Agreement)
- Required textbook purchases associated with the particular module
- Accommodation, only if funding is specifically available
- Meal during term time
- Psycho-social support and relevant workshops
- Mobile data required due to unforeseen circumstances e.g. Covid-19 pandemic

4.5 Conditions of service

- a. Interns should have reasonable access to available office accommodation, computers, information and work-related resources that are used by the school.
- b. Interns should, as far as possible, be exposed to and given opportunities to participate in relevant activities and processes of St Peter's as part of their growth and development.
- c. Each intern will sign a Memorandum of Agreement with the school.

5. Evaluation and Monitoring

- a. Assessments will be conducted on a termly basis in accordance with the requirements of the Curriculum and the Teaching Competencies criteria.
- b. Fortnightly minuted meetings will be held between the Interns and Mentor as well as the Intern Team.
- c. The relevant manager or Head Mentor must compile termly reports on the progress of the Interns and submit these reports to the Class teachers; relevant heads and St Peter's Foundation who will report back to the donors.

6. Termination of Service

The Memorandum of Agreement between the School and the Interns outlines the expectations of performance and of compliance with rules and procedures of the Internship Programme. It also depends on the operational needs of the school, as these may be subject to change over time. Interns must comply with the rules of St Peter's and they are expected to conduct themselves in the same way as any St Peter's staff member.

- 6.1 An Intern's contract may/will be terminated for the following reasons:
- a. Upon completion of the academic qualification.
 - b. If the academic and classroom performance of an Intern is not satisfactory. This may include early termination if an intern is not successful in reaching the required number of modules in the specified time frame or if the Intern is not reaching the milestones as per the Teaching Competencies.
 - c. If an Intern fails to satisfy the requirements of the Internship Programme or act out of line and scope of the employment terms of the School.
- 6.2 St Peter's reserves the right to terminate a contract with an intern at any point during the Internship, and *vice-versa*, with a term's notice.