









Flexi-Grant Host Teacher Guide

February 2020

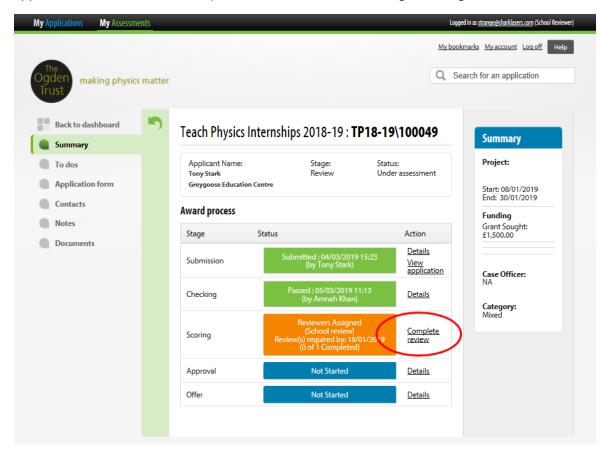
This document describes how to manage the Teach Physics Internship Scheme as a host on the Trust's online grant management system (Flexi-Grant): https://ogdentrust.flexigrant.com/

Registration and Login

You must have a registered account with the Trust's Flexi-Grant system to manage the scheme online. Once you have done this, **please let the Programme Officer know**, so they can assign you the correct permissions etc.

Viewing intern information

Once you have been assigned a potential intern, you will receive an email. Please check your junk mail if you do not receive it by March 31. Click on the link in the email to take you directly to the application, then click on 'Complete review' next to the orange scoring box.

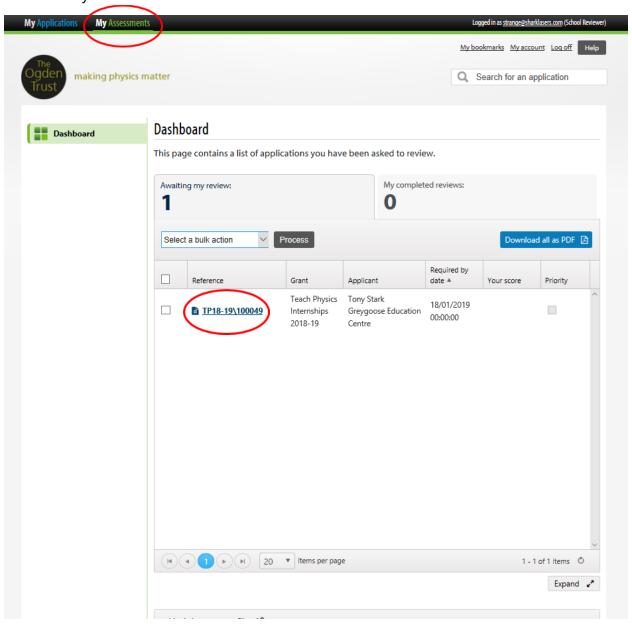


Registered charity: 1037570

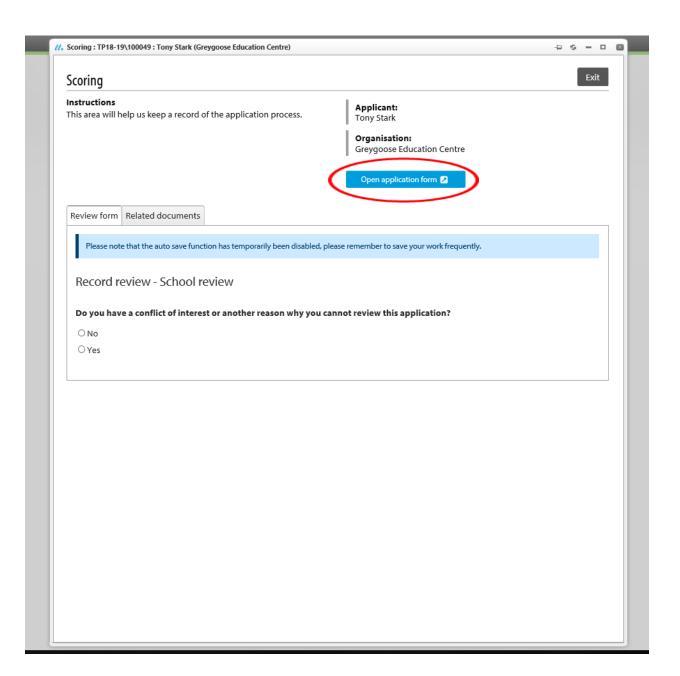
Unit 3c, The Phoenix Brewery, 13 Bramley Road, London, W10 6SP

E: office@ogdentrust.com W: www.ogdentrust.com T: 0208 634 7470

Alternatively, when you next log in to your Flexi-Grant account, the application information will be under 'My Assessments'.



This gives you access to the student's application form and references. If you have further questions about the references, please raise them with the Programme Officer directly and they will contact the relevant referees on your behalf.



Interviewing interns

If you are happy with the applicant's answers and references, please use the contact details found in the application form to contact them to arrange an interview.

Teach Physics Internships 2018-19

Tony Stark Greygoose Education Centre

TP18-19\100049

Download as PDF

Section 1 - Contact details

PRIMARY APPLICANT DETAILS



Please note, we reimburse the interns for their travel costs on the day of the interview and/or induction.

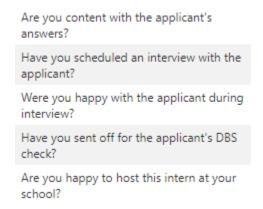
In addition, once the students have accepted the placement (on condition of your acceptance), they can apply for an advance on some of their grant to help with upfront travel and accommodation costs. We will let them know, but it is always good to have a reminder from the school too!

In the past we have always recommended a phone/Skype or in-person interview. This would then be followed by an onsite induction, introducing the intern(s) to your school policies on e.g. safeguarding, as well as showing them briefly around the school and introducing them to key members of staff.

However, we often have delays in the DBS process, making it difficult for interns to be allowed onsite unaccompanied. From this year, we are suggesting that in-person interviews take place as soon as possible, allowing the interns to bring their documentation to the school sooner. You can then choose to do the induction the same day, or on the first day of their placement (indeed, a refresher is always helpful!).

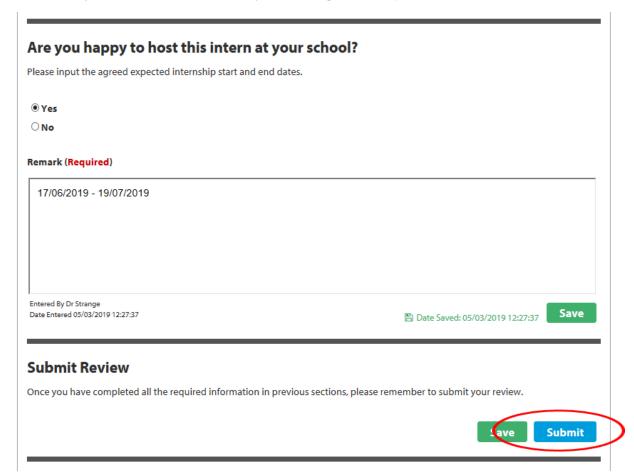
Recording the recruitment progress

All this information can be recorded in your 'Assessment' stage on in the intern's application. Under this 'Scoring' round, you will be asked about the student's application, their interview, beginning of DBS process, and start and end dates of the internship.



Please fill these in appropriately. Please note, you need to have begun the DBS process but not necessarily have received the clearance for you to complete this stage. As such, it is hoped you will be able to fill this section in soon after having had the interview with the applicant.

Please always remember to save all your changes and updates.



Next steps

Once you have completed and submitted your review, we will be able to draw up an 'Agreement' which will be sent round to both yourself and your intern through 'Signable' for everyone to sign.

After this, please send your intern(s) a draft **timetable** for their first week – we have found that interns like to have some initial structure to help ease them into the role.

In terms of the **internship requirements**, we want the interns to deliver a 'getting into university' workshop/talk to a suitable year group, as well as teach as many physics lessons as possible. Besides this, we hope you will give them as good and as realistic an experience of teaching as possible. This could include supporting trips, sports' days and parents' evenings, as well as observing lessons beyond physics, marking etc. Please see the attached Information Pack for more information.

At the end of the internship we would like you to confirm, via Flexi-Grant, that the intern(s) completed our requirements, as well as filling in a short feedback form on the scheme and the intern(s). Once the intern(s) submit their deliverable elements, we will be able to authorise their final grant payment. You will thus be sent an email containing a link to the **reporting** forms with further information. Please do this in good time (ideally within a week of the placement ending) to ensure the intern(s) can be paid their grant.

Finally, please do not forget to invoice us £100 **per intern**, in addition to the DBS costs. It is hoped this science grant will be used for the benefit of the physics department in your school.