

Job Description Academic Support Intern

Line Manager: Deputy Principal Academic

This job description should be read in conjunction with individual contracts. Ideally the job description will be reviewed annually and may be subject to amendment or change at any time after consultation with the member of staff. This should not be viewed an exhaustive list but sets out the main expectations of TISB in terms of professional responsibilities and duties.

Finally, the member of staff will carry out any other duty which is within the scope, spirit and purpose of the school as requested by the Principal.

Purpose of the Role

The Academic Support Intern will play a key role in supporting the academic and pastoral life of the boarding community. The intern will assist with evening and weekend tutorials and study supervision, lesson cover, examination invigilation, classroom support, preparation of teaching resources, and the creation of displays and exhibitions that celebrate student learning and achievement.

This role is ideal for a motivated and enthusiastic individual seeking experience within a well established educational and boarding environment.

Key duties and responsibilities

Academic & Boarding Support

- Supervise and tutor students during evening and weekend prep/study sessions within the boarding houses.
- Encourage positive study habits, organisation, and independent learning among boarders.
- Maintain a calm, structured, and supportive study environment.
- Support boarding staff with student supervision, reading groups and pastoral care when required.

Classroom & Teaching Support

- Provide lesson cover for classes under the guidance of teaching staff and school leadership.
- Assist teachers in preparing learning materials, worksheets, classroom resources, and teaching aids.
- Support classroom activities, small group learning, and student engagement.
- Assist with administrative tasks related to teaching and learning.

Examination Support

- Assist with examination invigilation in accordance with school examination regulations and procedures.
- Ensure examination environments are organised, secure, and conducive to student success.
- Support the preparation and distribution of examination materials where required.

Displays & Exhibitions

- Prepare and maintain high-quality displays showcasing student learning and achievements.

- Populate and regularly update notice boards with student work, announcements, and creative displays.
- Support departments in preparing materials and displays for exhibitions, events, and school showcases.
- Ensure displays across boarding and academic spaces remain engaging, organised, and visually appealing.

Working Conditions

- The role may include evening and weekend duties as part of boarding study supervision.
- Participation in occasional weekend or school events may be required.
- Accommodation and meals will be provided.

Professional Conduct

The staff member actively promotes and upholds the TISB vision and mission with integrity. As a positive role model and subject-area expert, the staff member builds strong relationships with colleagues, students, parents, and the wider school community, contributing meaningfully to the collaborative and inclusive culture of the school.

The staff member demonstrates professionalism through punctuality, ethical behaviour, respectful communication, adherence to school policies, and maintaining a professional appearance, including following the school's dress code.

Version History Table

S/No	Date	Version	Description of Change
1	May 2026	V1.0	Created
2			
3			
4			
5			