



A Guide to Teacher Externships

The purpose of a Teacher Externship

To link the world of work to the classroom involving a three-fold approach for employers, teachers/lecturers and students, by:

- Firstly, giving students an insight into employment, career paths and opportunities available to them.
- Secondly, increasing teachers'/lecturers' knowledge and understanding of the world of work outside of the classroom, and enabling them to start to consider where their curriculum area may link and be used in the workplace.
- Thirdly, giving employers the opportunity to increase understanding of the world of work within schools for both teachers and students, and to develop their future workforce.

What is a Teacher Externship?

- A Teacher Externship involves teachers/lecturers connecting with a local employer.
- Teachers/lecturers gaining understanding of how their subject is used in business and discussing different career pathways relevant to their subject.
- Teachers/lecturers then plan a project linked to the curriculum, or develop curriculum-based resources, using the business they have connected with as the context and setting.
- Their students complete the work or project within school, to enhance their understanding of the relevance of the curriculum, develop their employability skills, prepare them for the workplace and make informed career choices.

Remember your WHY

What is your WHY to delivering Teacher Externships? It is important you understand your 'why' to on-board Senior Leadership Team (SLT), Teachers/Lecturers and Employers. You will be better able to persuade others by fully understanding the intention and desired impact of the activity.



Some examples could be:

- Build deep and sustained relationships with employers.
- Linking with an employer gives a context for students' learning – Raising students' awareness of career opportunities through their exploration and investigation of nearby businesses to help them make informed choices.
- Develop careers guidance within schools.
- Achieve Gatsby Benchmark 4, which states: "All teachers should link curriculum learning to careers."
- Focused CPD for teachers/lecturers to widen their knowledge of real-world examples linked to curriculum subjects.
- Provides a platform for teachers to start including real-world examples within their curriculum delivery.

You can add your own WHY here:

WHY deliver Teacher Externships

1.

2.

3.

The Importance of SLT

Successful delivery of any careers related activity in education begins with establishing school- or college-wide buy-in to the need for change.

Buy-in from senior management in education and businesses is essential. A named person should drive education-employer links and partnerships. A clear vision and strategic thinking of what the collaboration seeks to achieve is required. With Teacher Externships, such requirement is essential to ensure teachers/lecturers feel this is a valuable use of their time, and that SLT will support the time required for teachers/lecturers to attend the externship and develop curriculum resources to deliver contextualised learning to students.

Once you have support from SLT you can write this activity into your careers programme to ensure it is a sustainable, intentional programme. Remember this activity helps support Gatsby Benchmarks 1,2,4,5.

On-Boarding Teachers/Lecturers

Once you have SLT support, on-boarding teachers/lecturers should become easier. To ensure you achieve positive outcomes and impact, identify teachers/lecturers who have expressed an interest in the Teacher Externship programme. Once the success of the programme is clear, and teachers/lecturers express their support thereof, this will naturally encourage others to take part. Start small, and you can build up to possibly include full departments attending an externship, with the ambition that the ultimate goal could be cross-curricular work across the whole school, with teachers/lecturers from all subjects attending an externship and working collaboratively on a shared project.

On-Boarding Employers

Take the lead in briefing the employer on the type of activity you want them to be involved in, by, for example providing notes on the expectations of both the employer and the school or college. (You can use the Employer Guide provided after training). This takes time but results in a more focused and impactful activity. Where this does not happen, activity can be disappointing for both parties. Keep in contact with the employer and provide updates regularly.

You can approach businesses in different ways: appealing to the corporate social responsibility element of a large company; pitching the opportunity to work in your school to help secure their future workforce.

You can present some of the following reasons as an advantage for employers to be involved:

- Raises the community profile and contributes to the corporate, social responsibility agenda
- Supports personal development of staff and supports CPD
- Builds long-term partnerships with education to support future recruitment of young talent
- Inspires the future workforce
- Raises sector awareness
- Helps bridge the skills gap
- Helps support schools/colleges achieve Gatsby Benchmark 4 *"All teachers should link curriculum learning to careers."*

Once you have SLT, Employers and Teachers/Lecturers on board you can start to plan the externship.

When to run the Teacher Externship programme

The Teacher Externship programme can be delivered at any time during the year; however, there are key elements to take into consideration.

- Employers time commitments – Agree a time that enables the employer to host your teachers/lecturers to gain the best impact. Ensure they will have staff available on the day to support and spend time with teachers/lecturers, along with a key person who will be on hand all day.
- Teachers/lecturers are given support and time to spend at least one day in industry, with planning time afterwards to develop curriculum content on the back of their visit.
- Are there certain times of the year that teachers/lecturers plan their curriculum? Possibly summer term to deliver the content in the following academic year?

- It could be easier to use a CPD drop-down day for all staff to go out to industry together so cover is not required, or your organisation may prefer that departments go together.
- Starting small may be easier; supporting individual teachers/lecturers throughout the year may be better for you.

There is no fixed time to deliver the programme, it is completely dependent on your organisation and the employers you are working with. However, whichever way you decide to take, make sure to plan this into your careers strategy/curriculum plan to ensure this is sustainable and supports teachers'/lecturers' development each year. You can always adjust or change the model to accommodate variances but be sure time is allocated in your strategic plan.



How to plan a Teacher Externship

Once you have identified your teachers/lecturers, and you have matched them to an employer, deliver CPD to teachers/lecturers to help them understand the process and outcomes expected, be clear on the commitment required.

- Share the teacher workbook to support their thinking
- Share a Case Study found on Edge's website [The Business of Teaching](#)
- Share any employer videos and website links which may help them research before the visit

You can also start to complete your Action Plan to keep evidence of the Externships which can be used as part of your wider careers engagement evidence to support your careers programme.

Also ensure you have held a meeting with your employer and be clear on the commitment required from them.

- Identify your main contact
- Share the Employer guide
- Agree timescales, logistics and responsibilities.

There are some key questions and conversation starters you can pose with your teachers/lecturers and employers to start them thinking about the externship ahead of the visit, and areas to cover as part of the externship.

- The employees own career path
- Their own career journey
- Describe how you have reached this point in your career
- What do you currently do?
- What are you responsible for within the business?
- What skills and qualifications have you gained whilst working for your employer?
- What qualifications did you need to 'enter' your career?
- What soft skills do you use daily?
- Which in your opinion are the most important? Why?
- What is the world of work like?
- What are the challenges and opportunities?
- If you could also consider how subjects you may have learnt in school are being used in a business context and in your job. For example, do you use Maths, English, Science, Humanities, Technology etc.? Can you give actual examples?

Ensure all those taking part, both teachers/lecturers and employer, are fully aware and have agreed the logistics of the day.



You could complete the below template and share with all concerned.

<p>Contact person and phone number of employer host/education contact:</p> <input type="text"/>
<p>Dates and Specific hours for the externship day(s):</p> <input type="text"/>
<p>Instructions for lunch:</p> <input type="text"/>
<p>Directions to site and parking:</p> <input type="text"/>
<p>Dress code or guidelines:</p> <input type="text"/>
<p>Important company regulations/policies and specific safety/proprietary concerns:</p> <input type="text"/>
<p>Other:</p> <input type="text"/>

Around 3-5 days prior to the externship make sure to confirm with teachers/lecturers and employers. You can iron out any challenges or questions before the day.

On the day of the externship, it is important for you to contact the employer and confirm all colleagues have attended and the externship is underway. This gives you an opportunity to answer any last minute questions. If you have the capacity, you could also attend!

Thank You!

After the externship it is incredibly important you send a thank you email to the employer and the teachers/lecturers. This speaks volumes and will ensure you sustain a strong relationship with your colleagues and employer.

Also encourage the teachers/lecturers to send a thank you to the employer for spending time supporting their careers development and helping them link real-world examples to the curriculum, contextualising learning for their students, improving engagement and inspiring the future workforce.

Encourage teachers/lecturers to keep in touch with the employer, they may agree to an on-site visit or to visit students in the classroom increasing the impact of the Teacher Externship.

Share your evaluation and outcomes with your employer. Employers are keen to see the value of their engagement. This will also gain their support in other activities or they may even host an externship in the future. Keep in touch and communicate regularly, this will help sustain your relationship and build a strong working relationship.

You can use the **School checklist** on the next page to ensure you have covered everything.

Celebrate!

A great way to showcase the Teacher Externship work is to celebrate! Give teachers/lecturers and students the opportunity to showcase their work. You could hold a large event and invite parents and employers or you can keep it low key and showcase with other teachers and students in school/college. However you decide to celebrate, ensure teachers/lecturers, employers and students gain recognition for their work and have an opportunity to talk about their experience. This is a great way to encourage others to be part of this programme and to ensure staff feel valued, and the experience has had impact.



Questions and support

If you require additional support, have any questions, or simply want to pick up best practice from others who have completed the training and are delivering the programme, you have access to a monthly community forum. (How to access the monthly zoom calls – community of practice)

You also have access to resources produced by teachers who have attended a Teacher Externship by following this [link](#).

If you simply have a question or would like to discuss additional training available from the Edge Future Learning team please email futurelearning@edge.co.uk

We do hope you and your team find the externship programme valuable, intentional, and engaging for both teachers/lecturers and students, and we look forward to working with you in the future!

School checklist

Identify subject teachers/lecturers to be involved in the programme (choose those who are keen to engage)
Use the "What is a Teacher Externship overview".

Identify a business that can host your subject teachers/lecturers (Choose an employer you have a good relationship with and will easily find links with the curriculum subjects they are hosting)
Use the "Hosting a Teacher Externship" overview.

Deliver CPD to teachers/lecturers to help them understand the process and outcomes expected.

- Share the Teacher Workbook to support their thinking.
- Share a Case Study found on Edge's website (Insert website link here)

Arrange a meeting with the employer and run through the programme.

- Agree timescales, logistics and responsibilities.
- Identify the main employer contact.
- Share and run through the Teacher Externship Guidance for Employers document.

Confirm date/time and all logistics with both teachers/lecturers and employers

Share employer details with teachers/lecturers, including employer's website so they can research in advance.

3 – 5 days in advance confirm details again with employer and teachers/lecturers. Ensure teachers/lecturers have planned their journey to the employer.

The day of the externship liaise with employer to ensure the attendance of the teachers/lecturers. If possible, try to attend, as this will help the relationship you have built with the employer.

After the externship ensure teachers/lecturers thank the employer for hosting them.
Encourage the teacher/lecturer to explore possible future engagement to strengthen the relationship.
You can also follow up with a thank you.



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