



REDRUTH SCHOOL

Foreign Language Assistant

Hours:	16.8 hours per fortnight (variable), term-time only
Responsible to:	Head of MFL
Direct supervisory responsibility:	None
Indirect supervisory responsibility:	None
Important Functional Relationships:	Teachers, students, support staff, parents/carers

Main purpose of the job:

To promote oral skills in the specified language with individual students or small groups and assist in preparing students for their speaking tests. To assist the language teacher in the classroom as required.

Specific duties and responsibilities:

1. Provide high quality support to the teaching of the specified language.
2. Assist in preparing students for the speaking component of public examinations.
3. Administer internal speaking assessments to students.
4. Provide opportunities for staff and students to enhance their appreciation of the culture associated with the specified language.

General duties and responsibilities:

1. To undertake training and development activities relevant to the position.
2. To support the aims and ethos of the school.
3. To remain aware of, and work within, all relevant school working practices, policies and procedures
4. To be aware of, and work in accordance with, the school's Child Protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
5. To be aware of, and adhere to, Redruth School's applicable rules, regulations, legislation and procedures including the school's Code of Conduct, and national legislation (including Health and Safety, GDPR etc).
6. To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

PERSON SPECIFICATION

Job Title: Foreign Language Assistant

Reviewed: June 2024

Experience:	Essential/Desirable	How Assessed
Fluency in the specified language	Essential	Application, interview
Native speaker of the specified language	Essential	Application, interview
Working with young people	Desirable	Application, interview
Teaching individuals or small groups	Essential	Application, interview
Knowledge:		
Safeguarding of Children initiatives	Essential	Application, interview
The culture associated with the specified language	Essential	Application, interview
Grammar and structure of the specified language	Essential	Application, interview
English school and exam system	Desirable	Application, interview
Skills:		
Good standard of English	Essential	Application, interview
Ability to work as part of a team	Essential	Application, interview
Written communication skills	Essential	Application, interview
Oral communication skills	Essential	Application, interview
Ability to relate well to young people	Essential	Application, interview
Ability to work under direction/instruction	Essential	Application, interview
Other:		
Willing to undertake training as required	Desirable	Application, interview
Ability to have a flexible working pattern	Essential	Application, interview