**Foreign Languages Assistant**

The Foreign Language Assistant’s Line Manager is The Head of Department

**At his discretion, the Foreign Language Assistant may be asked to:**

* Work individually or in small groups with KS5 students during these students’ non-contact time.
* Work individually or in small groups with KS3 or KS4 students during their lessons or during these students’ non-contact time.
* Attend KS5 lessons and support the teacher with activities that have been organised for the class.
* Attend KS4 or KS3 lessons and support the teacher with activities that have been organised for the class, including preparation for the oral examination.
* To make recordings in their own language which can be used as examples of native-speaker speech.
* To prepare for lessons by formulating questions to promote discussion and by familiarising themselves with texts that are due to be discussed.
* Keep records of student absence from non-contact time conversation lessons and to inform Languages staff.
* Assist and advise MFL staff with the marking of written and spoken work.
* To bring realia representing the target language culture to present to students as part of their lessons

**Rooms and resources**

The Languages Curriculum Area is housed in a modern purpose-built suite of classrooms, all of which are equipped with a full sound system an interactive whiteboard and a data projector. Whole class ICT provision is also available via a central booking system. The Curriculum Area team also has a common work room.