



# JOB DESCRIPTION

## LANGUAGE ASSISTANT

### Job Holder:

**Job Title:** French Language Assistant

**Salary:** NKS1

**Responsible to:** Head of Department, MFL

**Contractual Hours:** 6 hours/week. Term Time only. Fixed Term.

### 1. PURPOSE OF JOB:

- To provide weekly conversation support to main classroom teacher of Years 10, 11 and 13 once a week: the assistant will take students out in groups of 4/5 during the lesson and will spend 5- 7 minutes practising their speaking.
- To provide a 30-minute weekly conversation session to each Sixth-Form student. These will be on a 1-1 basis and usually take place after school (twilight sessions). The assistant is responsible for preparing engaging materials for these sessions with the support and input of the main classroom teacher.
- To assist main classroom teachers on the organisation of speaking exams: for both PPEs and public examinations.
- To provide regular feedback of the performance of the students during their speaking sessions (GCSE and A Level) via a fortnightly report email.
- The language assistant might be asked to join subject development meetings to keep up to date with the development of the department.
- The language assistant might be required to perform small admin tasks as requested per the Head and Deputy Head of Languages.

### 2. PERSON SPECIFICATION:

- Dynamic, professional, positive and resilient.
- High expectations of self, colleagues and students,
- Capacity for sustained hard work, both as an individual and as a member of a team.
- Strong organisational, interpersonal and communication skills – written, phone and in person.
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- Self-motivated and can act independently on own initiative, as well as effectively in a team.
- Knowledge and experience of supporting students' academic and personal development.

- Passionate commitment to equality of opportunity for all students – particularly those in groups vulnerable to underachievement.
- Clear understanding of accountability and line management.
- Firm commitment to Continued Professional Development both for self and colleagues.
- Understanding of and commitment to safeguarding all students.
- Native and fluent speakers.

### **3. DIMENSIONS:**

#### **No Budget.**

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The post holder may be required to deal with a range of stakeholders both internal and external and carry out any duties as required by the Head teacher and Governing Body.

### **4. PRINCIPAL ACCOUNTABILITIES:**

- To provide regular feedback of the performance of the students during their language speaking sessions (GCSE and A Level) via a fortnightly report.
- Prepare appropriate sessions to develop and support students' spoken and written language in conjunction with teaching colleague.
- Attend subject development meetings to stay up to date with the development of the department.
- Administrative tasks as directed by the Head of department.
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### **5. SCOPE FOR IMPACT:**

- To assist in the development of students' speaking and writing.

### **6. JOB CONTEXT:**

#### **Work closely with:**

- The Post holder has day to day contact with the Headteacher, staff, pupils, parents and Governors.

**SAFEGUARDING**

The school is committed to the safeguarding of children; all employees will receive training on Child Protection and need to have read the Child Protection Policy.

**CONFIDENTIALITY**

All employees must maintain strict confidentiality regarding sensitive and confidential student and staff information.

**HEALTH AND SAFETY**

All employees must take delegated responsibility for the implementation of the Act in the area where they work as outlined in the schools Health & Safety Policy. Health & Safety training to be provided.

Agreed By: ..... Date: .....  
Job Title

Agreed By: ..... Date: .....  
Headteacher