# HinchleyWood_FullLogo_CMYK

**JOB DESCRIPTION : MFL ASSISTANT**

**RESPONSIBLE TO: Head of MFL**

**IMPORTANT FUNCTIONAL MFL Teachers**

**RELATIONSHIPS:**

**Scale Point: 17**

**HOURS: As per contract, term time only**

# Job purpose

* To support teaching staff with the effective delivery of teaching in specified languages: Spanish, French and/or German by enhancing the students’ learning experience through a greater understanding of the language, and within the context of the culture and knowledge of the country.
* To support access to learning for identified students under the direction and guidance of the line manager in order to maximise achievement, while encouraging independence.

# Job specification

* To enhance the learning experience for students by working alongside them to increase their understanding of the specific country and culture, and progress in learning the language.
* To support the classroom teaching in undertaking exercises in speaking, pronunciation, writing and comprehension skills in order to increase students’ confidence and attainment in the language.
* To support a specific student or group both within the classroom and to withdraw with student/s from class, as required by class teacher, to support the implementation of planned work programmes.
* To help prepare students for examinations, both oral and written.
* To motivate and encourage students, and help them to develop their self-esteem, interaction and confidence in the language.
* To liaise with line manager and appropriate teaching staff to ensure support is targeted, effective and efficient and be flexible to the varying needs of each supported student.
* To establish and maintain good relationships with all students, colleagues and other professionals.
* To act as a role model, setting high standards and expectations.
* To prepare appropriate materials and resources, for use in the classroom and within the department.
* To utilise ICT effectively to support learning activities.
* To maintain records of supported lessons including student progress, achievement and problems, and provide verbal and written feedback as required.
* To assist in escorting students on educational visits and participate in extra-curricular activities as required.
* To attend relevant meetings and training sessions.
* To understand and implement the school’s behaviour policy and code of conduct including the issuing of rewards and sanctions within the school’s policies and procedures
* To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

## General

* The post holder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.
* To uphold the school's policy in respect of safeguarding and child protection matters.
* The postholder may be required to perform any other reasonable tasks after consultation.
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and it may be subject to modification at any time after consultation with the postholder.
* All staff members participate in the school’s performance management scheme

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ postholder Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# HinchleyWood_FullLogo_CMYKLANGUAGE ASSISTANT : PERSON SPECIFICATION

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| **Qualifications and Experience** | **Essential*** Studied to a minimum standard of GCSE (grade A\*–C) or equivalent in native country, in English.
* Fluent speaker in German, Spanish or French.
* Experience of working with children/young people
* An understanding of the importance of language learning in the curriculum and an enthusiasm to support the teaching process.

**Desirable** * First Aid Qualification
* Native of Germany, Spain or France or studied to degree level in either of these languages.
* Experience of supporting secondary school age students.
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| **Knowledge and Skills** | **Essential*** Ability to build and form good relationships with students and colleagues Ability to relate well to and motivate young people.
* Good verbal and written communication skills appropriate to the need to communicate effectively with students, colleagues and other professionals.
* Ability to work constructively as part of a team, understanding school roles and responsibilities including own.
* Good standard of literacy skills.
* Ability to absorb and understand a wide range of information.

**Desirable*** Ability to use ICT software packages and equipment effectively to support learning.
* Working knowledge of behaviour management strategies.
* Understanding of child development and learning principles.
* Knowledge of requirements regarding curriculum delivery and learning strategies
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| **Personal Qualities** | **Essential*** A diplomatic and patient approach.
* Able to deal appropriately with confidential information/situations.
* Able to follow direction and work in collaboration with line manager.
* Able to work flexibly to meet deadlines and respond to unplanned situations.
* Efficient and meticulous in organisation.
* Initiative and ability to prioritise one’s own work.
* Desire to enhance and develop skills and knowledge through CPD.
* Commitment to the highest standards of child protection and safeguarding.
* Recognition of the importance of personal responsibility for health and safety.
* Commitment to the school’s ethos, aims and its whole community
* Recognition of the importance of personal responsibility for health & safety.
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