

Reigate School

Job Description

Position: MFL (Modern Foreign Languages) Assistant

Salary Range: Greensand pay point 6 - 10 £14,370 - £15,891 (FTE £20,045 - £22,166)

Hours: 30 hours per week (8.30 – 3.30) 39 weeks per annum, term time plus 1 week. (These hours can be flexible)

Reporting to: Head of MFL

The MFL Assistant will carry out the responsibilities listed below in a manner which is in keeping with the ethos of the school.

Purpose

To work under the direction of Reigate School's MFL Department to support teaching and learning. All staff will:

- Resource, deliver and evaluate teaching and learning activities;
- Support access to learning for all children, ensuring inclusion and encouraging them to become independent learners;
- Supervise learning activities for whole class activities and for small groups of children, covering for the class teacher as when required; and
- Implement appropriate behaviour management strategies.

Key Accountabilities

Support for Pupils:

- Use knowledge and skills, training and experience to support children's learning;
- Establish productive working relationships with children, acting as a role model and setting high expectations;
- Promote the inclusion and acceptance of all children, in and out of the classroom;
- Support children consistently, whilst recognising and responding to their individual needs;
- Support the teaching of MFL at all levels by helping pupils to develop their oral fluency;
- Help children to prepare for speaking tests by taking small groups out of lessons for oral practice.

Support for Teachers:

- Provide in-class support for underperforming children as identified by the classroom teacher.
- Assist the teacher in establishing an appropriate learning environment;

- Assist the teacher in lesson planning, evaluating and adjusting lessons and work plans, as appropriate;
- Monitor and evaluate responses to MFL learning activities, through observation and planned recording of achievement against pre-determined learning objectives;
- Provide objective and accurate feedback and reports to the teacher, as required, on achievement, progress and other matters, ensuring the availability of appropriate evidence;
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems and records, as requested;
- Undertake marking of children's work and accurately record achievement and progress;
- Organise a timetable for speaking classes so that children are seen either individually or in pairs outside of lessons;
- Work with other language assistants to produce suitable displays for the MFL department;
- Promote positive values, attitudes and good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour;
- Liaise sensitively and effectively with parents/carers, as agreed with the teacher, within your role/responsibility and participate in feedback sessions/meetings with parents, as directed;
- Administer and assess routine tests and invigilate exams/tests;
- To monitor attendance at oral classes;
- Produce worksheets or prepare materials as agreed with the teacher.

Support for the Curriculum:

- Deliver MFL learning activities/teaching programmes, adjusting activities according to children's response/needs;
- Make effective use of opportunities provided by learning activities to support the development of children's skills;
- Use ICT effectively in learning activities and develop children's competence and independence in its use;
- Help children to access learning activities through specialist support;
- Determine the need for, and prepare and maintain general and specialist equipment and resources.

Support for the School:

- Comply with policies and procedures relating to Child Protection, Safeguarding, Confidentiality and Data Protection, reporting concerns to an appropriate person;
- Be aware of, and support differences in children, and ensure everyone has equal access to opportunities to learn and develop;
- Contribute to the overall ethos, work and aims of the school;
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support children's achievement and progress;
- Attend and participate in regular meetings, training and other learning activities, as required;
- Recognise own strengths and areas of expertise and use these to advise and support others;
- Assist in the training and development of staff, as appropriate;
- Supervise children on visits, trips and out of school activities, as required.

Other duties and responsibilities:

- Undertake other duties from time to time as requested.

We value all members of the school community equally and work together for the educational progress of all our students in partnership with the whole community.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Deputy Headteacher.

Person Specification

Attributes	Essential	Desirable	How the selection criteria will be assessed
Qualifications	<ul style="list-style-type: none"> 5 GCSEs, including Mathematics and English (or equivalent qualification). Fluent or native speaker of target language (French/Spanish) 		Application form
Professional Experience Knowledge and Understanding	<ul style="list-style-type: none"> Experience of working with young people in the 11-16 age range. Understanding of pastoral care, student welfare and child protection issues in a school environment. Understanding of the role of the teacher and their own role in relation to teachers, other support staff and students. Knowledge and basic understanding of literacy and numeracy. Awareness of how students learn and the factors that affect their progress. An understanding of the different approaches needed to support the learning of various groups of students, including bilingual English learners, students with special educational needs and/or disability. 	<ul style="list-style-type: none"> Experience of behaviour management strategies. Basic understanding of requirements of GCSE language skills 	Application form and interview
Abilities and Skills	<ul style="list-style-type: none"> Good communication skills, both written and oral, with the ability to produce documents, reports and communications. Ability to respond proactively to unexpected problems and situations. Ability to relate well to children and adults. 		Application form and interview
Personal Qualities	<ul style="list-style-type: none"> Ability to present a confident and professional manner at all times. An approachable and empathetic nature. Ability to work effectively under pressure. Commitment to, Equality, diversity, social justice and anti- racism within the school Willingness to undertake relevant training. Ability to build and maintain effective working relationships across the school. Willingness to work flexibly to meet the needs of the service and ensure deadlines are met. 		Application form and interview