**Great Torrington School**

**Post:** Modern Foreign Languages Assistant

**Grade:** JE Scale C **Salary:** £18,933 to £19,698

**Hours:** 836 per annum (22 hours per week, 38 weeks per year, term time only)

The post holder will be finally responsible to the Headteacher but will in the first instance be responsible to the Subject Lead of MFL.

Appraisal review and staff development is the responsibility of the Subject Lead of MFL.

**PURPOSE**

* To work with pupils 1:1 and in small groups.
* To assist the languages teachers within classes.
* To improve communication and understanding in French and Spanish by increasing students’ ability and confidence.

**SUMMARY OF DUTIES**

* Work with pupils 1:1 and in small groups.
* Support lessons through conversations and activities.
* Liaise with class teachers on a regular basis regarding content and structure of sessions.
* Source and prepare materials for sessions developing a good knowledge of the GCSE specification.
* Organise and plan sessions to suit the ability of pupils.
* To maintain professional standards at all times. (This needs to go on all job descriptions)

The job description is not an exhaustive list of activities, and you may be asked to carry out other duties in line with this post. The job description may also be amended to take account of changing circumstances. You will be consulted when this is necessary.

KVM 01/09/21