

JOB DESCRIPTION

Job Title:	Modern Foreign Languages Assistant
Grade:	£14.02 per hour
Activity:	Regulated
Contact Hours:	Variable hours
Responsible to:	Head of Faculty

Job Purpose:

To contribute in providing outstanding student experiences through supporting the MFL Team with teaching, learning and assessment, enabling students to maximise their potential.

Teaching, Learning and Assessment

- To work closely with the Modern and Foreign Languages Programme Leaders with the delivery of MFL sessions
- Provide practical support and engage with team teaching with the programme leaders in the MFL subjects
- Actively engage students in language learning activities with on an individuals, pair and small group basis
- Support students through the practice of conversation with individuals and small groups
- Support the MFL programme leaders by producing relevant and engaging teaching material
- Assist in the preparation of learners for a range of accreditation and assessments
- Support any Modern and Foreign Languages activity such as revision days or clubs

Additional Duties:

1. Responsibility for safeguarding and promoting the welfare of children and adults
2. Responsibility for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability or sexuality.
3. Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
4. Be responsible for safeguarding and promoting the welfare of students.
5. Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.
6. Promote and conduct your professional duties and responsibilities within the parameters of the colleges agreed values and aims.

FB/Dec 2017

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

PERSON SPECIFICATION – MFL Assistant

	Essential	How Identified*	Desirable	How Identified*
<u>Experience</u>	Native speaker of the language to be taught	A		
<u>Skills & Abilities</u>	Good English language skills	I		

<u>Qualifications</u>	Baccalaureate/ Abitur	A	Degree in English or ongoing studies at a university, working towards a degree in English literature or language Working towards a teaching qualification in home country	A A
<u>Personal Qualities</u>	Good interpersonal Skills Good communication Skills	A and I		
<u>Mandatory Requirements</u>	Commitment to safeguarding and promoting the welfare of children and vulnerable adults Responsibility for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability or sexuality.	I I		

***Key: A = Application Form
I = Interview**