



# ASHVILLE

HARROGATE

## JOB DESCRIPTION

<b>JOB TITLE</b>	French Language Teaching Assistant
<b>DEPARTMENT</b>	Modern Foreign Languages
<b>REPORTING TO</b>	Director of Modern Foreign Languages

### SUMMARY OF JOB ROLE

To work alongside Teachers in supporting pupils on an individual, class or small group basis to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.

### MAIN DUTIES

1	Work with the Teacher in the classroom.
2	Work independently with small groups of pupils.
3	Assist in the preparation of pupils for oral examinations.
4	Make recordings in their own language that the school can use as an example of native speaker speech.
5	Introduce and contribute to group discussions and role plays in their own language.
6	Work on specific topics with small groups of older students.

7	Contribute to cross-curricular work in collaboration with other subject areas.
8	Help set up links with schools in their home country.
9	Contribute to an international project.
10	Take sole responsibility for small groups who may be new to the language.
11	Supervise pupils if the main class teacher is absent.
12	Take responsibility for marking pupils' work or exam papers as appropriate.
13	Be expected to write/contribute to reports as applicable.
14	Create resources for the department.
15	Assist in the planning and organisation of trips.
16	Attend Faculty and Language specific meetings.
17	Assist with other duties as reasonably expected in line with the job description.
18	In line with our commitment to safeguarding, all members of staff have a duty of care towards Ashville College pupils and are expected to report any such concerns to the Child Protection Officer.
19	Work in a manner that promotes and protects own health and safety, as well as that of other staff, pupils and visitors.

<b>PREPARED BY</b>	Human Resources
<b>DATE</b>	March 2017
<b>AUTHORISED BY</b>	Director of MFL
<b>TO BE REVIEWED</b>	March 2018