

ROKEBY SCHOOL JOB DESCRIPTION

JOB TITLE:	French and Spanish Speaking Language Assistant
MANAGED BY:	SLT Lead / Head Of Department
CONDITIONS:	Term time only; 36hrs per week; Scale 4 Points 18 – 21
PURPOSE OF JOB:	To assist and support students in developing their understanding and skills in Modern and Community Foreign Languages (MCFL)

Duties and Responsibilities: To undertake the following with minimal supervision in the specialised subject area of MCFL:

1. Support for students

To work with identified students, implementing agreed programmes in a classroom, including:

- Explaining instructions.
- Ensuring the student is able to use the equipment and materials provided.
- Motivating and encouraging the student as required.
- Assisting in areas of specific difficulty.
- Helping the student to concentrate on and finish work set.
- Enabling the student to set more ambitious learning tasks.
- Provide more speaking, reading, writing and listening opportunities for students.
- To promote and reinforce the student's self-esteem.

2. Support for teachers:

- To assist at Review and Planning meetings and to set and monitor targets.
- To contribute to the maintenance of student's progress records.
- To provide regular feedback about the student to the class teacher, other school staff, support teacher and other professionals involved.
- Making and maintaining appropriate resources under the direction of a class teacher or support teacher.
- To build a positive working relationship with the class teachers, taking instructions, where necessary.
- To support teachers with conducting GCSE oral examinations.

3. Support with the curriculum

- To make contributions to Schemes of Work, lesson plans and student assessment relevant to specific subject area.
- To present key concepts and ideas in relation to the work.
- To use ICT to support student's learning as appropriate.
- To engage students in active learning and higher order thinking.
- To structure activities by separating the learning into distinct stages or steps.
- To ensure coherence by adhering to the 3-part approach to lessons.
- To attend and partake in whole school teaching inset days.

4. Support for school

- To work within the school policies and procedures.
- To work in a confidential manner at all times with regard to both the supported students and wider school or team issues.
- To reflect on and seek to improve professional practice.
- To take part in in-service training and other meetings, as directed.
- To accompany teaching staff and students on educational visits.
- Other such duties within the capabilities of the postholder which may be required, reasonably from time to time.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with Rokeby & the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

ROKEBY SCHOOL PERSON SPECIFICATION

JOB TITLE: French and Spanish Speaking Language Assistant

CRITERIA	METHOD OF ASSESSMENT
Qualifications <ul style="list-style-type: none"> ○ Educated to at least A level in specialised subject (French and/or Spanish) or native French or Spanish speaker 	Application Form
Knowledge & Experience <ul style="list-style-type: none"> ○ Knowledge of the needs of students in school surroundings. ○ Knowledge and experience of specialised subject, either in a learning environment or similar setting ○ Knowledge of basic Equal Opportunities issues and principles and of the need to treat all students to an equal standard of care. ○ Experience of dealing with a variety of people in a professional environment 	Application Form / Interview
Skills & Abilities <ul style="list-style-type: none"> ○ Good oral and written presentation skills ○ Ability and willingness to develop own understanding and capability through advice and training ○ Ability to work with students both patiently and tactfully ○ To be outgoing and helpful throughout the working day ○ Ability to work with minimal supervision, to provide assistance as and when required, and to seek work when unoccupied ○ Ability to think clearly in emergency situations. ○ Ability to use initiative and to work with diplomacy and discretion ○ Maintain a high level of confidentiality ○ Ability to relate to young people 	Application Form / Interview