

Heathside School

Job Description & Person Specification

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|-------------------|--------------------------|--------------|---|
| Job Title | Language Assistant | Grade | SP7 |
| Department | Modern Foreign Languages | Hours | 6 per week Mon – Fri Hours to be agreed with Line Manager according to timetable |
| Reports To | Curriculum Area Manager | Weeks | October to May |

JOB PURPOSE

To support the MFL department working with students to introduce basic language skills and improve linguistic ability. To help students practice their speaking skills and prepare for their oral examinations.

MAIN DUTIES AND RESPONSIBILITIES

Students

- Support students in the acquisition of MFL skills, especially speaking, working in class with teachers and in small groups or individually with students across all Key Stages
- Approach MFL staff well in advance of lessons in order to deliver thoroughly prepared lessons
- Help prepare lessons and resources, keeping a record of students and language which has been taught / practised
- Assist in preparing students for speaking assessments
- Share cultural differences with students in teacher-supported whole-class presentations and small group lessons
- Prepare students for local or national based competitions
- Provide teachers with regular feedback from lessons
- Support teachers with preparation of materials for KS5 students
- Support teachers with marking of KS5 work
- Attend trips to help supervise students

Other

- Carry out any other reasonable duties and/or times of work as may be reasonably required in accordance with the grade and general level of responsibility within the school.
- Carry out requests from the Senior Leadership Team in a prompt and efficient manner.

Policies

- Ensure compliance with school policies and procedures including all statutory requirements i.e. Data Protection, Health and Safety and Safeguarding
- Continually promote and support the ethos and principles of the school and trust and to avoid any action that may be detrimental to the interests of the school and trust.

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"

| Person Specification | Essential | Desirable | How Assessed |
|--|--------------------------------------|-----------|--|
| Experience Previous experience of working with young people in a school environment Working with people at all levels both internally and externally Delivery to tight deadlines | E E | D | App App/Int |
| Skills, knowledge and abilities Excellent organisational, interpersonal and IT skills Excellent language, written and oral communication and presentation skills Ability to manage own workload and prioritise tasks Ability to work well under pressure to deadlines Able to demonstrate decision making skills and to give advice Meticulous attention to detail & maintain high level of accuracy Able to work on own initiative and under direction Able to evaluate students' learning needs & seek opportunities to address | E E E E E E E E | | App/Int/Ref App/Int App/Int App/Int App/Int App/Int App/Int/Ref App/Int |
| Qualifications and Training Good general level of education Fluent in French or Spanish Awareness of safeguarding procedures | E E | D | App App Int |
| Personal attributes Good interpersonal communication skills, ability to relate well to young people Calm and confident under pressure Flexible, efficient and highly organised Sensitivity and awareness of confidentiality requirements Self-motivated A team player | E E E E E | | Int/Ref App/Int App/Int Int Int Int/Ref |

App = Application

Int = Interview/Test

Ref = Reference

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|--------------------|--|------------------------|--|
| Employee Name | | Line Manager Name | |
| Employee Signature | | Line Manager Signature | |
| Date | | Date | |