

Job Description

Job Title: Language Assistant

Hours of Work: Approximately 9-12 hours per week from September to May

Reports to: Head of German

Principal Role

The School is seeking to appoint an enthusiastic, well-qualified German Assistant to join our dynamic and friendly German Department from September 2018. The role will be for approximately 9-12 hours per week and will run from September to May in the first instance.

The successful applicant will have native level fluency in German, be an excellent communicator and team player. The successful applicant will hold a Degree / Postgraduate qualification in either German or in another related subject from a university in a German-speaking country.

They should be committed to helping pupils to develop their oral fluency throughout the school and be prepared to support students of German in their preparation for the oral component of public examinations (IGCSE and A-level). They will therefore mainly work with pupils in exam classes (Year 10 to Upper Sixth) but may also be required to assist with pupils lower down the school. There may also be a requirement to work with native German pupils in small groups.

Main Duties

- To support the teaching of German at all levels by helping pupils to develop their oral fluency;
- To have a clear understanding of the requirements of each speaking examination, with appropriate guidance from the Head of German;
- To help pupils to prepare for the speaking test at IGCSE;
- To work with the Head of German to organise a timetable for one-to-one speaking classes for 6th form students of French in September;
- To help 6th form students to prepare for the speaking part of public examinations (A level);
- To monitor attendance at oral classes, reporting absences to the Head of German;
- To feed into the reporting process by providing comments of pupils' progress, attitude and effort;
- To help native speakers of German improve and/or prepare for public examinations (IGCSE, A level);
- To support the teaching of German by finding and collating interesting authentic language resources;
- To support the Head of German in preparing Oxbridge candidates;
- To carry out any other reasonable requests, in line with the broad responsibilities of the role.

Person Specification

- Native-level fluency in German;
- Excellent written skills in German;
- Excellent knowledge of German grammar;

- Knowledge of:
 - Current affairs, especially linked to Germany and German-speaking countries
 - Advanced German grammar
 - Native-level idiom
 - German literature and cinema
- Understanding of:
 - The demands of teaching in an academic environment
 - The difficulties faced by non-native pupils in speaking German
 - The need to encourage pupils and build confidence
 - The challenge of preparing for speaking exams
 - The need to be flexible and work as part of a team
 - The need to communicate effectively with colleagues