

Job Description

Job title	Language Assistant	Grade	LRB6
School	Oaks Park High School		
Reports to	Curriculum Leader		
Responsible for	N/A		
Purpose of job			
To promote the study of languages at KS4 and KS5. To take the lead in assisting with the teaching and learning of Modern Foreign Languages at KS4 and KS5. To give conversation lessons to individual students or groups of students, as indicated by the subject teacher or the Curriculum Leader of Modern Languages.			
Main duties and responsibilities			
Supporting the student			
<ul style="list-style-type: none">● Ensure that all language assistants provide high standards of support to students in KS4 and KS5 .● Provide conversational lessons to students, both in groups and on an individual basis.● Maximise the use of Target Language with students.● Provide feedback and intervention strategies for students.● Provide grammar revision support.● Assist students with preparation for speaking exams.● Conduct speaking assessments and provide feedback.● Develop students' independent research skills as appropriate to the A Level examination requirements.			
Supporting the teacher			
<ul style="list-style-type: none">● Supporting Curriculum Leader/ Subject Leaders with the induction process of Modern Foreign Language Assistants from The British Council.● Aid in conducting and correcting PPEs and Public Examinations.● Supporting Curriculum Leader and Exams Officer to organise Community Language exams.● Invigilation of Community Language exams.● Provide admin support for all Public Examinations.● Provide cover of KS4 and KS5 lessons during examination periods.● Support teachers to compile assessment materials derived from past papers.● Regularly report each student's progress in conversation lessons.● Correct any work that has been produced during, or as a follow up to a conversation lessons.● Lead the language assistants' in assisting subject teachers in producing and maintaining classroom displays to reflect the nature of the subject.● Ensure the availability of learning resources and equipment such as revision guides and workbooks, helping to compile orders and liaising or negotiating with suppliers and finance departments.			

Supporting the school

- Where appropriate, develop a relationship to foster links between home and school.
- Liaise, advise and consult with other members of the team supporting the children when requested to do so.
- Contribute to reviews of student progress, as appropriate.
- Take direction from Curriculum Leader/Subject Leaders regarding use of non-contact time, eg. record-keeping, maintaining student records, providing cover for absent colleagues, administrative tasks
- Attend regular meetings.
- Attend relevant in-service training, eg. induction.
- Share in long and medium term department planning.
- Be aware of school procedures.
- Take a full part in examination arrangements where necessary.
- Be aware of confidential issues linked to home/student/teacher/school work and maintain confidentiality.
- Any other tasks as directed by the Headteacher which fall within the remit of the post.

Person Specification

Job Title	Language Assistant	Grade	LRB6
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Education and Qualifications:			
<ul style="list-style-type: none"> ● Demonstrable levels of Numeracy and Literacy equivalent to GCSE A-C or NVQ Level 2 or by test. ● An ability to use ICT. 			
Must be native speaker of the Modern Foreign Languages taught at the school.			
Desirable			
<ul style="list-style-type: none"> ● Ability to speak at least one other language. 			
Experience/Knowledge/Skills:			
<ul style="list-style-type: none"> ● Familiarity with Edexcel and AQA assessment procedures. ● Ability and willingness to understand the needs of students from different social backgrounds, sensory impairments and special educational needs. ● Excellent oral and written communication. ● Ability to form and maintain appropriate professional relationships and boundaries with young people and adults. ● Good organisational and time management skills. ● Ability to work constructively as part of a team ● Good ICT skills to support learning. ● Ability and willingness to learn new skills. With a commitment to personal career development. ● Good role model. ● Ability to be proactive & to work under pressure. ● Flexible approach to work and a good sense of humour. ● Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities. ● Committed to maintaining a positive ethos. ● A willingness to be fully involved in the life of the school and take part in extracurricular activities. 			
Other job requirements:			
<ul style="list-style-type: none"> ● Enhanced CRB check. 			

General
<ul style="list-style-type: none"> ● Attend and participate in relevant meetings, training and other learning activities and performance development as required. ● Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. ● Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. Demonstrate an understanding of and a commitment to equal opportunities and diversity and to standards of customer care. ● Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management. <p>Duties and responsibilities of the post may change over time as requirements and circumstances change.</p>

The job description does not form part of the post holder's contract of employment.