

Language Assistant Outline:

Language Assistants provide complementary support to Teachers and Pupils within the Modern Foreign Languages Faculty. They use their own skills in Languages, experiences to implement creative ways that will support pupils in the development and understanding of the language they are studying.

Key Competencies:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Organisation • Administrative Skills • Personal competencies (soft skills) | <ul style="list-style-type: none"> • Spanish or French Language fluency • Resilience • Problem solving |
|--|---|

Key Responsibilities / Accountabilities:

- Assist teachers, as designated on timetable, in the delivery of the curriculum in the Languages Department as directed by the Head of Languages. Tasks may include, but not be limited to: marking, making wall displays, making differentiation materials, photocopying, administration tasks
- Work with pupils on a one to one and group basis to help develop pupils Language skills which may involve group work with pupils preparing for oral work, either in class or for examinations
- for exam invigilation
- To offer other teaching activities within the above according to individual skills, qualifications and experience.
- To attend Languages Department meetings
- To participate in Languages events, trips or exchanges

Attitudes and Qualities:

- Committed individual with an interest in Jesuit education
- Positive and flexible approach to working with others
- Ability to take initiative
- Self-motivation and imagination
- Strong sense of responsibility
- Resilient individual

Skills and Knowledge:

- Safeguarding within a school setting
- Strong organisational skills
- Communication
- Administration skills
- IT literate
- School policies

This list is not exhaustive and additional responsibilities may be assigned which are reasonable in order to deliver aims of the School.

This document will be reviewed periodically and is subject to modifications where appropriate.