

FOREIGN LANGUAGE ASSISTANT

1. JOB DESCRIPTION

Purpose of the role

To support the Modern Foreign Language department with the delivery of the A-level curriculum to promote high standards of academic attainment and progression to competitive universities for sixth formers.

The key responsibilities will include:

a. Supporting with Speaking and Listening skills:

- Working one-to-one with A level French or Spanish students to practice their foreign language speaking and listening skills.
- Supporting with the preparation for oral assessments in French or Spanish, as directed.

b. Departmental support:

- Producing A level teaching resources for use by the department.
- Supporting departments with administrative tasks, such as making classroom displays, entering data into spreadsheets, and photocopying resources, if required.

c. Wider responsibilities:

- fully supporting the ethos and aims of LAE.
- creating an effective rapport and a sound relationship with all LAE students, earning their respect and trust but maintaining proper professional boundaries by not deliberately courting popularity or friendship.
- contributing to the establishment and maintenance of a caring, positive, safe and stimulating environment for each sixth former at LAE.
- contributing to LAE's extensive extra-curricular programme, as needed.
- prioritising always the safety and well-being of the sixth formers by following the Welfare & Safeguarding policies.
- maintaining effective and harmonious professional relationships with colleagues.
- looking after one's physical and emotional well-being, and not being reluctant either to ask for help or support, or to accept and reflect upon it when it is offered.
- Any other reasonable duty, as requested by the Headteacher.

2. PERSON SPECIFICATION

Essential professional criteria	How these will be confirmed
<ul style="list-style-type: none"> • Native-level fluency in either French or Spanish. • Good grades at A-Level or equivalent. • Passion for their subject and for promoting learning. 	A
<ul style="list-style-type: none"> • Excellent interpersonal skills including building good relationships with colleagues and sixth formers. 	A, I, T, R
<ul style="list-style-type: none"> • Effective oral and written communication. 	A, I, T, R
<ul style="list-style-type: none"> • Excellent organisational skills. 	I, T, R
<ul style="list-style-type: none"> • Passion and commitment to supporting students to succeed, academically and pastorally, • Belief that pupils can achieve highly regardless of background. • Enthusiasm, humour, and initiative. • Resilience, flexibility, and an ability to work under pressure. • A belief that the best interests of pupils always come first and that safeguarding concerns must be acted on quickly. 	I, R

Desirable professional criteria	How these will be confirmed
<ul style="list-style-type: none"> • Experience of working with young people. 	A
<ul style="list-style-type: none"> • Successful experience of tutoring or providing support to young people. • Experience of working in a fast-paced environment, managing competing demands. 	A, I, R

KEY: A = Application form; I = Interviews; T = Task; R = References

LAE is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo pre-employment screening, including an enhanced check with the Disclosure and Barring Service.