



ASHVILLE

HARROGATE

JOB DESCRIPTION

JOB TITLE	German Language Teaching Assistant
DEPARTMENT	Modern Foreign Languages
REPORTING TO	Director of Modern Foreign Languages

SUMMARY OF JOB ROLE

To work alongside Teachers in supporting pupils on an individual, class or small group basis to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.

MAIN DUTIES

1	Work with the Teacher in the classroom.
2	Work independently with small groups of pupils.
3	Assist in the preparation of pupils for oral examinations.
4	Make recordings in their own language that the school can use as an example of native speaker speech.
5	Introduce and contribute to group discussions and role plays in their own language.
6	Work on specific topics with small groups of older students.
7	Contribute to cross-curricular work in collaboration with other subject areas.
8	Help set up links with schools in their home country.

9	Contribute to an international project.
10	Take sole responsibility for small groups who may be new to the language.
11	Supervise pupils if the main class teacher is absent.
12	Take responsibility for marking pupils' work or exam papers as appropriate.
13	Be expected to write/contribute to reports as applicable.
14	Create resources for the department.
15	Assist in the planning and organisation of trips.
16	Attend Faculty and Language specific meetings.
17	To support Marketing in translating key documents relating to marketing the school.
18	To be a visible presence in school during the working day ensuring that you are on hand to support colleagues on an ad hoc basis.
19	Assist with other duties as reasonably expected in line with the job description.
20	In line with our commitment to safeguarding, all members of staff have a duty of care towards Ashville College pupils and are expected to report any such concerns to the Designated Safeguarding Lead (DSL) or the Deputy DSL.
21	Work in a manner that promotes and protects own health and safety, as well as that of other staff, pupils and visitors.

PREPARED BY	Director of Modern Foreign Languages
DATE	March 2020

It is the shared responsibility of the job holder and their Line Manager to ensure that job descriptions are kept up to date.

Job holder's signature: _____

Date: _____