FRENCH LANGUAGE ASSISTANT

JOB DESCRIPTION

Key Role/Functions

To support the wider teaching team within the Modern Foreign Languages department, ensuring that students are exposed to a high quality of spoken and written language.

To work with small groups of students and in one-to one situations to practise students' speaking skills in preparation for external examinations.

Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regards to the Keeping Children Safe in Education guidance.

Specific Duties and Responsibilities- Foreign Language Assistant

- To liaise with staff in the Modern Foreign Languages Department regarding schemes of work and content for the conversation classes.
- To plan classes which will stimulate conversation in the target language and which will be closely linked to course content.
- To deliver conversation classes for individuals, pairs and groups which will motivate and encourage students to speak the target language.
- To conduct conversation classes in target language to enthuse and inspire students.
- To carry out and mark internal speaking tests when required.
- To make recordings, when appropriate, for use by colleagues in class.
- To prepare and support students in their preparations for oral examinations.
- To monitor student attendance and performance.
- To support MFL staff by keeping up to date with current affairs and finding appropriate, stimulating materials for students.
- To contribute to the international dimension of the curriculum.

Closing date: Noon on Monday 12th October