



Lampton School

a DfE Outstanding Academy & London West Alliance

Modern Language Assistant for German Person Specification

	Essential	Desirable
Qualifications and Training	Excellent spoken and written English Functional numeracy skills Degree in German language or native speaker	Experience in working with AQA GCSE and A-level exam specifications
Experience	Working with GCSE and A-level students Developing language skills in pupils Having the ability to motivate and encourage young people	Familiarity with the demands of GCSE and A-level language courses
Professionalism	A reliable and dependable colleague Smart personal presentation Good timekeeping Sensitivity when dealing with confidential information	
Quality of Relationships	Ability to work collaboratively with members of a team Strong written and verbal communication	
Administration Skills	Organisational skills Ability to follow instructions Ability to work unsupervised Commitment to accuracy and attention to detail Ability to use Outlook, Excel and Word	Familiarity with Google Drive, Docs, Sheets and Forms

	Working under pressure Maintaining confidentiality Balancing multiple priorities Meeting deadlines Aptitude for learning how to use new systems and processes (including computer systems)	
Safeguarding	A commitment to the protection and safeguarding of children and young people	
General Attributes	Self-motivated Resilient Ability to understand and be honest about own strengths and areas for development Commitment to personal development Willingness to work additional hours when required Adaptable	Calm disposition in challenging circumstances Can-do attitude Proactive and creative approach to problem-solving