

Job Description - Denstone College

Title: MFL Learning Assistant

Reports to: Head of Department

Based at: Denstone College, Uttoxeter, Staffs.

Job purpose:

The post holder will provide classroom support alongside the Teacher of MFL, to improve the language fluency of our GCSE and A level pupils who are studying MFL.

Outline duties:

1. To inspire, motivate and give confidence to our pupils in the spoken language through stimulating sessions delivered in a positive learning environment and employing up-to-date authentic materials.
2. Show a genuine passion in communicating their language and culture.
3. Prepare pupils thoroughly for the speaking sections of GCSE and A level examinations under the direction of the HoD or language teacher.
4. Provide constructive feedback to pupils when required.
5. Keep Head of Department and Language Teachers up-to-date with individual pupil progress/concerns.
6. Keep accurate records of pupil attendance.
7. Follow the Schools' policy for rewards and sanctions.
8. Prepare conversation sessions and resources.
9. Following all College policies, procedures and codes of practice and in particular Safeguarding, Discipline, Data Protection and Health and Safety.
10. Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
11. Maintaining regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant Health & Safety procedures.
12. Pursuing personal development of skills and knowledge necessary for the effective performance of the role.
13. To understand the importance of inclusion, equality and diversity, developing and maintaining a good working relationship with the residents, staff, pupils, contractors and other guests.
14. Carrying out any other duties which may reasonably be requested of you by the Head of Science or Bursar.

Person Specification

Qualifications & Experience

- Near native speaker of MFL and a wide understanding of language culture
- Prior teaching or experience as a Foreign Language Assistant is not essential but would be an advantage

Knowledge, Skills and Abilities

- Able to motivate and support pupil learning
- Excellent communication skills
- An understanding of the public modern language exams is desirable
- Good ICT skills
- Professional approach to work and well organised
- Motivated and able to work on own initiative and as part of a team
- Able to work carefully with attention to detail and meet deadlines
- Flexible approach to work
- Able to form good working relationships with pupils and colleagues

Personal Qualities

- Friendly and approachable can do attitude
- Committed to continued personal professional development
- Willing to consent to apply for an enhanced DBS
- Recognition of the importance of personal responsibility for Health and Safety
- Commitment to keeping children safe in education