



# Lampton School

a DfE Outstanding Academy & London West Alliance

## Modern Language Assistant - German Person Specification

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

	<p>An ability to maintain confidentiality</p> <p>An ability to balance multiple priorities</p> <p>An ability to meet deadlines</p> <p>An aptitude for learning how to use new systems and processes (including computer systems)</p>	
<b>Safeguarding</b>	<p>A commitment to the protection and safeguarding of children and young people</p>	
<b>General Attributes</b>	<p>Self-motivated</p> <p>Resilient</p> <p>An ability to understand and be honest about own strengths and areas for development</p> <p>A flexible approach to changing priorities</p> <p>A commitment to personal development</p> <p>A willingness to work additional hours when required</p> <p>Adaptable</p>	<p>A calm disposition in challenging circumstances</p> <p>A can-do attitude</p> <p>A proactive and creative approach to problem-solving</p>