

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Foreign Language Assistant</b>
<b>GRADE BAND</b>	<b>WHFNJC L / WILNJC E / GLONJC F / BERNJC D9-D10 / OXFNJC F / RIDNJC D</b>
<b>RESPONSIBLE TO</b>	<b>Faculty Leader</b>
<b>DEPARTMENT</b>	<b>MFL</b>
<b>DATE JD/PS SIGNED OFF</b>	<b>August 2018</b>

<b>SIGNED</b>	
<b>PRINTED</b>	
<b>DATED</b>	

### SAFEGUARDING COMMITMENT

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.

### JOB PURPOSE

- To improve pupils' communication skills (in particular oral skills) and develop their knowledge of a different society and culture.
- To plan activities and lessons and produce resources to enable students to improve their language skills
- To support the work of the language department in the school, under the supervision of the modern foreign languages teachers, through whole class situations or small groups of students.

## MAIN TASKS, DUTIES & RESPONSIBILITIES

- Work on their own with small groups of students to introduce basic to advanced language or improve linguistic ability, with a focus on oral skills.
- Conversation practice with pupils alongside the teacher in the classroom
- Introduce students to your culture through discussing topics such as current affairs, films, sport and festivals
- To deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the teaching of languages within the school
- Preparing relevant and up-to-date materials for use in teaching that engage with topics being taught across the German curriculum, as well as reflecting current developments in language learning.
- Give individual pupil support, where required
- Help to prepare pupils for oral examinations
- To monitor and support the overall progress and development of students as part of the teaching team
- Contribute to cross-curricular work in collaboration with other subject areas e.g. engaging and relevant language-based projects
- Make recordings in their own language that the school can use as an example of native-speaker speech
- To participate as appropriate in extra-curricular activities, including lunchtime clubs and afterschool revision classes.
- To accompany visits abroad where possible
- Help set up links with schools in their home country Support for the School
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities to all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- To perform any other reasonable duties relating to the post as directed by Head Teacher and/or Faculty Leader of Modern Foreign Languages.

## ADDITIONAL DUTIES & RESPONSIBILITIES

- The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.
- In fulfilling the requirements set out in this job description, the post holder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination on the grounds of colour, race, ethnic or national origins, sexual orientation, age, marital status, disability, trade union association or religious beliefs.
- In addition, the job holder will respect the need for confidentiality at all times whilst performing the duties of the role.

## PERSON SPECIFICATION

<b>Method of Assessment</b> This table indicates the requirements of the role under section to evaluate the competencies in each area as assessed			
<b>Qualifications, Education and Training</b>			
GCSE Grade C in Maths and English (or equivalent)	E	X	
<b>Experience and Knowledge</b>			
Previous experience in a school environment	D	X	
Committed to the safeguarding of students and young people	E	X	
Fluent speaker of German with an excellent command of English and of the target language (oral and written)	E	X	X
<b>Skills and Abilities</b>			
Able to maintain confidentiality	E	X	X
Ability to work flexibly both independently and as a member of a team	E	X	X
Good interpersonal skills, able to communicate with people at all levels	E	X	X
<b>Values and Behaviours</b>			
<b>Contacts and Relationships</b>			
<b>Physical, Mental and Emotional Demands</b>			
<b>Special Requirements</b>			
To be fully engaged in the school and work within the school policies, procedures and approved methods but sometimes has to interpret these to deal with a problem	E		X