**Job Description: Modern Foreign Language Assistant**

Responsible to: TGAT Director of Modern Foreign Languages

Salary Scale: UQ3

Working Time: 25 hours per week

* To work as a member of the Languages Departments and to contribute positively to The GORSE Academies Trust
* To improve students' communication skills, particularly oral skills
* To develop students’ knowledge of a different society and culture
* To prepare relevant, up-to-date and authentic materials for use in teaching which engage and challenge students
* To give individual pupil support
* To become familiar with the GCSE and A Level Specifications in order to help students prepare for effectively for examinations
* To liaise regularly with Curriculum Leaders and subject teachers
* To assist in developing resources and materials for use across the Trust
* To participate as appropriate in extra-curricular activities, including lunchtime clubs
* and after-school revision classes
* To accompany visits abroad where possible
* To be aware of and comply with policies and procedures relating to child protection,
* health, safety and security and confidentiality
* To attend and participate in relevant meetings as required
* To participate in training development opportunities as required
* To perform any other reasonable duties relating to the post as directed by Head Teacher

 and/or Director/Faculty Leader of Modern Foreign Languages