



Wymondham High Job Description

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| Name: | |
| Job Title: | Foreign Languages Assistant – German |
| Salary range / job grade: | NJC 5-6 10 hours per week |
| Responsible to: | Head of Department |
| Effective Date: | September 2021 |

Role and Context

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| Purpose: | Improving pupils' communication skills (in particular oral skills) and developing their knowledge of a different society and culture. Supporting the work of the language department under the supervision of the modern languages teachers to improve standards of learning and achievement of all pupils. |
| Duties and Responsibilities: | <ul style="list-style-type: none">• Conversation practice with pupils alongside the teacher or in small groups• Participate in various educational activities held in the school• Contribute to authentic voice recordings to enrich the school's audio-visual resources• Contribute to the Spanish resource bank• Prepare, plan, deliver one-to-one sessions with KS5 pupils• Monitor and track pupil progress during one-to-one KS5 sessions• Mark and feedback on pupil work• Individual pupil support• Participate in the implementation of exchange programmes / trips• Lead a language club (if required)• Educational support• Intensive language courses (if required)• Teacher language support• Administer oral exams in all Key stages if and when required |

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| General: | <ul style="list-style-type: none">• To maintain Staff and Pupil confidentiality• To undertake training as appropriate• To participate in the performance management programme• To undertake other responsibilities within the overall purpose and scope of the post |
| Relationships: | Working closely with: <ul style="list-style-type: none">• All teaching and non-teaching staff• Pupils• Parents. |

General Information:

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.



- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Review:

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the mean expectations of the school in relation to the post-holder's professional responsibilities and duties.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Signature:**Date:**