



## Job Description

Post title	Language Assistant – German (0.4)
Academy	Hatcham College
Grade	Support Staff Grade 4 Point 13 – Point 16 (£19,117 - £20,562)
Responsible for	N/A
Responsible to	Head of Modern Foreign Languages

### Summary of the overall purpose of the job

The core purpose of this post is to contribute to the continuing development of the MFL curriculum and to the overall development of the department. It is expected that the successful candidate will consistently plan and deliver outstanding speaking lessons within the department and work across the Key Stages as directed by the HOD. This post includes individual as well as group work, mainly in the development of speaking skills but also in developing the Department's bank of resources and materials.

### Key responsibilities and objectives of the job

- To work within and contribute to an established academy and department frameworks for
  - Lesson planning, delivery and evaluation
  - Student assessment
- To actively contribute to the development of speaking skills across all age and ability ranges
- To remain informed of current developments in the subject area, to participate in Professional Learning / INSET and to initiate change where appropriate
- To consistently plan and deliver outstanding speaking lessons, ensuring that a variety of teaching resources are utilised
- To prepare pupils for oral examinations
- To ensure that students receive regular written and verbal feedback, in accordance with the College marking policy and exam board criteria and assessment
- To set and mark internal speaking examinations and tests as required
- To be fully committed to and actively contribute to the departmental and College enrichment activities programme
- To provide accurate information for parents as directed by the College and to attend parents' evenings and other presentation meetings as directed
- To work with the teacher in the classroom as directed
- To work on your own with small groups of pupils as directed
- To contribute to cross-curricular work in collaboration with other subject areas
- To make recordings in their own language that can be used as an example of native-speaker speech

#### General responsibilities and objectives

- To work within the academy framework with regard to Health and Safety
- To promote equal opportunities in the College
- To actively promote the aims and ethos of the Federation / College
- To support the College's commitment to the continued professional learning of all staff
- To undertake any additional duties as may reasonably required by the CEO or Principal
- To be committed to safeguarding the welfare of children & vulnerable adults
- To cooperate with the application for an Enhanced Disclosure from the Disclosure and Barring Service
- To complete the Safeguarding training on appointment and periodically thereafter as detailed in the Safeguarding policy

Please note

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Job description agreed

Jun 17

## Person specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED
			AP    Application AS    Assessment I      Interview P      Presentation R      References
Education/qualification and training			
• a qualified graduate		✓	AP
Knowledge/skills			
• a native and fluent speaker of German as a first language	✓		AP / I
• can motivate students at all levels of ability, thus ensuring that all students fully access the MFL curriculum	✓		AP / I
Experience			
• have a clear understanding of the requirements for GCSE and A Level MFL	✓		AP / I
• experience delivering speaking lessons at A Level		✓	AP / R / I
Personal characteristics/other requirements			
• a 'can do' person who works positively and collaboratively	✓		R / I
• passionate, energetic, versatile and creative about their subject	✓		I
• sets high standards and expectations for students	✓		AP / I
• is a strong team player	✓		AP / I
• has a commitment to developing lunchtime and after school activities	✓		I