



Maidstone Grammar School
for Girls

Non sibi sed omnibus

**MFL Catch Up Support Tutor in French
(with German or Spanish an advantage)
Job Description**

Core Purpose: To provide specific individual support for students aged 11-18 with their speaking skills and other aspects of language learning.

Hours: 12 hours over 3 days (TBC) £17.18 per hour

Outline of job: To offer 1-1 support to specific students in examination groups with speaking practice

Job Description

KS4 and KS5 (GCSE and A Level) Subject Specific Support:

- To liaise with the Head of Department or dedicated subject member of staff overseeing catch up on which students support is to be provided for
- To know which students are expected for each session
- To keep an accurate log of attendance
- To take direction from HoD/Subject member of staff on work to be covered, but being responsive to student's requests
- To keep a shared log with student and HoD of the work covered

General

- To adhere to all current in school procedures in relation to Covid safety
- To ensure a high standard of behaviour whilst being supervised and report any inappropriate behaviour to the Head of Department (Y11,13), the Head of Study(KS3)
- Whatever is reasonably asked by the Headteacher



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Person Specification**

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school. Thank you.

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| Qualifications | <ul style="list-style-type: none">● A good standard of education including literacy and numeracy● A minimum of level 4 (degree level) qualification |
| Personal qualities | <ul style="list-style-type: none">● Ability to communicate effectively with individuals and small groups of students● Supportive approach to others, and an ability to relate well to colleagues and students● Capacity for hard work and high expectations of self and students● Ability to make difficult decisions● Generosity of spirit● Capacity for hard work● Willingness to contribute to extra-curricular activities |
| Knowledge and skills | <ul style="list-style-type: none">● Strong communication and organisational skills● Good ICT skills, knowledge of Google apps for education● Ability to address the needs of individuals, particularly in identifying and addressing their potential● A knowledge of current educational developments e.g. relating to 'well being' and mentoring |
| Experience and training | <ul style="list-style-type: none">● Experience of working with students or young people● Experience of working within a secondary school● Willingness to take part in professional development |

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.

A forward-thinking community with a tradition of excellence