
Job Description for **Language Speaking Teacher**

Responsible to: Head of Faculty

Based at: New College Pontefract

OVERALL PURPOSE OF THE POST

- By working collaboratively with the main language teacher, ensure student preparation and readiness for the oral paper within A level Spanish / French (as applicable).
- To support the College by helping students improve their foreign language speaking skills and increase their understanding of the culture of the appropriate native country.

MAIN DUTIES

- Ensure sufficient personal knowledge and understanding of academic / cultural / political / historical themes that are explored within the oral exam
- Being fully conversant with the assessment requirements for the subject area taught, including those relating to public examinations and qualifications.
- Use assessment as part of teaching to diagnose needs, set realistic and challenging targets for improvements and planning future teaching.
- Prepare teaching and learning activities and resources to explore with students the stimuli themes in the oral exam and to develop oral skills more generally.
- Set and mark Directed Independent Learning activities and tasks.
- Provide conversation sessions for students working in groups/pairs or with individuals.
- ~~• Provide support and assistance to students, as appropriate, on foreign language speaking skills (dealing with queries/providing help, guidance, resources as required).~~
- Support the main teacher in the developments of students' understanding of grammar in the target language.
- Prepare students fully to ensure they can produce the necessary knowledge and skills to meet all assessment objectives.
- Provide specific feedback to students about how their oral skills and development link to the specification requirements, assessment objectives and grade bandings
- Assist the main teacher in developing students' independent research skills, in readiness for the oral exam.
- Prepare teaching and learning activities and resources to develop student presentational skills
- Provide guidance to students about additional independent learning activities they may need to undertake, signposting resources as appropriate
- Work collaboratively with the main teacher to agree appropriate support and interventions, where appropriate
- Address issues of absence, punctuality, conduct and commitment in line with college procedures
- Work collaboratively with other teachers and language assistants in the Trust to support the effective development of course design, resources, assessment and moderation, with a particular focus on the oral element of the qualification
- Contribute to the wider personal development of students within MFL, working collaboratively with teachers
- Maintain a learning environment in which students can work effectively.

- Monitor and assess student progress and attainment, including keeping adequate records of students in your charge.
- Contribute to and participate in continuous professional development activities and whole staff meetings/CPD.
- Undertake other duties as requested.

There will be an expectation across the trust that all support functions will work together and support each other as and when required, particularly in the early and evolving years of the trust. There may be a need to review some job descriptions initially after the first transitional year.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/trust, and only after consultation with you.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.



Person Specification for **Language Speaking Teacher**

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • Fluent speaker (from desirable) • Successful experience of working with young people (from desirable) 	<ul style="list-style-type: none"> • Native speaker
Education and Training	<ul style="list-style-type: none"> • Successful completion of a foreign language course/Degree Level French (if not a Fluent native speaker). • A relevant teaching qualification or working towards • Evidence of continuous professional development and the ability to reflect on teaching practice and personal performance 	(NB – pay on unqualified scale if not?)

Special Skills and Knowledge	<ul style="list-style-type: none"> • Knowledge/experience of the A Level Speaking Paper 3, including assessment criteria • A philosophy centred upon the individual learner's value, potential, aspirations and needs • An ability to encourage, inspire and motivate learners • An ability to demonstrate high standards and expectations of self and learners • A passion for the subject(s) and for teaching and learning • Can work collaboratively and supportively with other members of staff • Excellent skills of communication, organisation and accuracy • Ability to work flexibly and respond positively to change • Strong commitment to student welfare, achievement and support • Enthusiasm for the role • Commitment to improving students' foreign language speaking skills. 	<ul style="list-style-type: none"> • Knowledge/Experience of the current A Level Specifications.
Personal Skills and Qualities	<ul style="list-style-type: none"> • A philosophy centred upon the individual learner's value, potential, aspirations and needs • An ability to encourage, inspire and motivate learners • An ability to demonstrate high standards and expectations of self and learners • A passion for the subject(s) and for teaching and learning • Can work collaboratively and supportively with other members of staff • Skills of communication, organisation and accuracy • Strong commitment to student welfare, achievement and support 	
Additional Factors	<ul style="list-style-type: none"> • Ability to work flexibly and respond positively to change 	
	<ul style="list-style-type: none"> • Commitment to continuous improvement and willingness to learn from experience and practice in this College and others • Commitment to equal opportunities • Commitment to safeguarding the welfare of students 	