

## **JOB DESCRIPTION**

**Title of job** : **Foreign Language Assistant**  
**Location** : **Sir John Lawes School**

The role is to provide support for A level Students. Previous experience of working as a Foreign Language Assistant is not essential as training can be given.

### **Duties and responsibilities**

- To give A level students the opportunity to practice their oral skills in a modern foreign language.
- To be present to take your timetables groups / classes.
- You will work under the guidance/ direction of the responsible class teacher.
- Prepare in advance for lessons.
- Feedback progress of the pupils to the class teacher.

### ***Support for the school:***

- To attend appropriate meetings and in-service training.
- To be aware of and follow school policies and procedures.
- To understand and further the aims and ethos of the school.
- To be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidential and data protection; and report all concerns to an appropriate person.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.