

Job Description

Position:	Foreign Language Assistant
Responsible to:	Head of Department - MFL
Job purpose:	To support the wider teaching team with the languages department, ensuring that students are exposed to a high quality of spoken and written language.

MAIN OBJECTIVES

- Depending on teachers and the age of pupils, Foreign Language Assistants will:
- Work with teachers in the classroom in both the preparation and delivery of MFL lessons, catering for all ability levels
- To work independently with small groups of pupils or individual pupils, as advised by the Head of Department
- To prepare a range of resources and tools to support students to develop their written and spoken language skills
- To use a range of strategies and techniques to increase student engagement with languages, making it more easily accessible for them
- The regularly assess that learning is taking place and to what extent/impact
- Make recordings in their own language that the school can use as examples of native-speaker speech
- Introduce and contribute to group discussions and role plays in their own language
- Work on specific topics with small groups of more-able students
- Contribute to cross-curricular work in collaboration with other subject areas
- Help set up links with schools in their home country
- Contribute to an international project
- Run booster sessions for students who require it
- To support in all departmental events as appropriate.
- To liaise with other departments, outside agencies, etc as and when required and carry out such other work as may be appropriate to the role.
- To participate in activities and events as required by the Academies Development Plan.

Person Specification – Foreign Language Assistant
Qualifications
Good level of Education (minimum English GCSE or foreign equivalent)
Experience
Able to demonstrate suitability for working with young people
Skills
Able to support students with learning and create a student-centred learning environment
Excellent command of English and fluency in target language (written and oral)
Preferably a native speaker
Ability to explain key grammatical points and tasks simply and clearly and foster independence
Effective written and verbal communication skills appropriate to a range of different situations
Ability to be flexible with a positive and enthusiastic approach to working with young people to support them and a desire to see them achieve the best outcome they can
Commitment to comply with policies and legislation relating to child protection, health and safety, confidentiality and data protection