

JOB DESCRIPTION

Employment Details	
Job Title	Foreign Language Assistant
Reports to	WHFNJC L
Salary Band	Faculty Leader

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role
- To improve pupils' communication skills (in particular oral skills) and develop their knowledge of a different society and culture. - To plan activities and lessons and produce resources to enable students to improve their language skills - To support the work of the language department in the school, under the supervision of the modern foreign languages teachers, through whole class situations or small groups of students

Responsibilities
- Work on their own with small groups of students to introduce basic to advanced language or improve linguistic ability, with a focus on oral skills - Conversation practice with pupils alongside the teacher in the classroom - Introduce students to your culture through discussing topics such as current affairs, films, sport and festivals - To deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the teaching of languages within the school - Preparing relevant and up-to-date materials for use in teaching that engage with topics being taught across the curriculum, as well as reflecting current developments in language learning - Give individual pupil support, where required - Help to prepare pupils for oral examinations - To monitor and support the overall progress and development of students as part of the teaching team - Contribute to cross-curricular work in collaboration with other subject areas e.g. engaging and relevant language-based projects - Make recordings in their own language that the school can use as an example of native-speaker speech - To participate as appropriate in extra-curricular activities, including lunchtime clubs and after-school revision classes. - To accompany visits abroad where possible - Help set up links with schools in their home country Support for the School - Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person - Be aware of and support difference and ensure equal opportunities to all - Contribute to the overall ethos/work/aims of the school - Appreciate and support the role of other professionals - Attend and participate in relevant meetings as required

- Participate in training and other learning activities and performance development as required
- To perform any other reasonable duties relating to the post as directed by Head Teacher and/or Faculty Leader of Modern Foreign Languages

Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:

Issue Date:

Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training	
Essential	Desirable
- GCSE Grade C in Maths and English - Committed to the safeguarding of students and young people	Previous experience in a school environment
Skills and Experience	
Essential	Desirable
- Able to maintain confidentiality - Ability to work flexibly both independently and as a member of a team - Good interpersonal skills, able to communicate with people at all levels - To be fully engaged in the school and work within the school policies, procedures and approved methods but sometimes has to interpret these to deal with a problem	
Specialist Knowledge	
Essential	Desirable
Fluent speaker with an excellent command of English and of the target language (oral and written)	
Personal Traits	
The successful candidate will:	
- Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times. - Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries. - Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace. - Have values that align with the ethos and culture of The White Horse Federation.	