



## Reed's School Job Description LANGUAGE ASSISTANT

Reed's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<b>The Department and Role:</b>	<p>The Department comprises of six members of staff, five language assistants and four fluent peripatetic teachers.</p> <p>The Department teaches IGCSEs and A Level.</p> <p>All pupils choose 2 languages out of French, German or Spanish in year 7 and then they become an option choice at IGCSEs and A Level. At A Level the Department teaches Edexcel.</p> <p>All classrooms in the Department have a networked computer and an interactive whiteboard. The Department also has a dedicated Language Lab and Assistant rooms.</p> <p>The Language Assistants will support the teaching within the Modern Foreign Languages department and will work alongside MFL Teachers to assist groups within the class as required.</p> <p>The main role of the Language Assistants will be preparing students for the oral component of their exam and to improve their fluency, vocabulary as well as cultural knowledge within their specified language.</p> <p>The French and Spanish Language Assistants will report into the individual Head of Languages.</p> <p>The German Language Assistant will report into the Head of Modern Foreign Languages.</p> <p>The Language Assistants are expected to be involved in the Activities Curriculum provided to the pupils.</p>
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<p><b>Main Duties and Responsibilities:</b></p>	<ul style="list-style-type: none"> <li>• Conduct one to one sessions with Sixth Form students to assist them with the speaking component of their A Level examination.</li> <li>• Conduct small group sessions with students in Forms 3 -5 to assist them with the speaking component of their IGCSE examination.</li> <li>• Maintain knowledge of IGCSE and A-Level requirements, with particular regard to the speaking elements.</li> <li>• Promote Modern Foreign Languages to students.</li> <li>• Motivate, encourage and provide constructive feedback to students.</li> <li>• Be familiar with the aims and objectives of the Department as outlined in the departmental handbook.</li> <li>• Attend suitable INSET as required under the guidance of the Head of Department.</li> <li>• Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.</li> <li>• Undertake such other comparable duties as the Headmaster requires from time to time.</li> </ul>
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**Reed's School Person Specification**  
**LANGUAGE ASSISTANT**

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	Essential	Desirable
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE level in relevant Modern Foreign Language.</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level in relevant subject.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Previous experience of working within a similar role.</li> <li>• Experience of working with small groups of students to provide coaching in a Modern Foreign Language.</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to motivate and encourage students.</li> <li>• Ability to build confidence in students with speaking in a target language in a secure/safe environment.</li> <li>• Excellent organising and planning skills.</li> <li>• Fluency in spoken and written English and relevant Modern Foreign Language.</li> <li>• Ability to work as part of time and to be flexible, cooperative and helpful.</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent subject knowledge and enthusiasm for Modern Foreign Languages.</li> <li>• Insight into student learning needs.</li> </ul>	

<p><b>Personal competencies and qualities</b></p>	<ul style="list-style-type: none"> <li>• Motivation and enthusiasm to work with children and young people.</li> <li>• Ability to act as a role model for pupils and staff through demonstrating high standards of personal and professional conduct.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Positive attitude to use of authority and maintaining discipline.</li> <li>• Ability to maintain consistency and fairness.</li> </ul>	
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