

- JOB TITLE:** Foreign Language Assistant
- ACCOUNTABLE TO:** Curriculum Area Leader (English, Film and Languages)
- JOB PURPOSE:** To provide language support to students undertaking qualifications with some direction from the Teachers of the specific language.

KEY RESPONSIBILITIES

- To prepare and deliver conversation classes under the direction of the Teachers of the specific language.
- To encourage and develop students' skills of speaking in and understanding of the foreign language.
- To keep a record of the progress of the students in each class.
- To undertake any necessary training and professional development relevant to the post.
- To prepare students for oral mock exams in the specific language and assess their performance.

GENERAL RESPONSIBILITIES

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holder's own area of responsibility
- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

NOTES

- The above job description outlines the key responsibilities. It is not exhaustive, and the tasks associated with the key responsibilities can be expected to change over time
- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)
- The nature of the work involved in this role will on occasions require some flexibility over hours of work to facilitate meetings and other interactions with parents/carers.

I have read this Job Description and the associated Contract of Employment. I believe that together with the other documents referred to therein they constitute an accurate statement of the terms and conditions of my employment

Signed:		Date:	
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Attribute	Criteria	Method of Assessment
Education & Qualifications		
Good general level of education to at least A-level standard (or equivalent)	Essential	Certs/App Form
A high standard of literacy and numeracy (e.g. GCSE Grade C or above in Maths and English or equivalent)	Essential	Certs/App Form
A-level in specific language	Desirable	Certs/App Form
Experience, Knowledge & Abilities		
Highly familiar with the colloquial language, customs and culture of the specific country	Essential	App Form/Int
Experience of language support work	Desirable	App Form/Int
Fluent speaker of the specific language, native or bilingual standard	Essential	App Form/Int
High level of accuracy both written and spoken in specific language	Essential	Int
To provide language support within a cultural context by providing links with specific language speaking countries	Essential	Int
Able to discuss, and inspire discussion on a variety of topics relating to the specific country and other areas of the world where this language is spoken	Essential	Int
Ability to work effectively, both independently and as part of a team	Essential	Int
Ability to produce good quality resources	Essential	Int
Ability to work with young people in a friendly and professional manner	Essential	Int
A positive attitude towards students and commitment to their success	Essential	Int
Interpersonal Skills & Qualities		
Willing to be flexible in approach to work	Essential	App Form/Int
Experience of working within a college or school context	Desirable	App Form/Int