



FOREIGN LANGUAGE ASSISTANT

Purpose of the Post – to support the wider MFL teaching team within the Communications Faculty ensuring that students are exposed to a high quality of spoken and written language.

Key Responsibilities:

- To 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 students or individual students, as advised by the 2nd in Faculty
- 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
- To regularly assess that learning is taking place and to what extent/impact
- Make recordings in your own language that the college can use as examples of native speaker speech
- Introduce and contribute to group discussion and role plays in your own language
- Work on specific topics with small groups of more able students
- Contribute to cross-curricular work in collaboration with other faculties/ subjects
- Help set up links with schools in other countries
- Run booster sessions for students where necessary
- To support in all faculty events as appropriate
- To liaise with other faculties/subjects, 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 College Improvement Plan

Experience

- Demonstrable experience in maintaining the highest standards of behaviour for learning
- Demonstrable experience in supporting students with learning a language in a secondary school
- A keen and committed interest in how students acquire language skills and in improving student outcomes
- Demonstrable experience in record keeping and report writing
- A commitment to the principles and practice of equal opportunities for all and to safeguarding the wellbeing of students
- Good understanding of Google Classrooms to find and organise resources
- A knowledge and understanding of current legislation relevant to secondary education

ASPIRE

ACHIEVEMENT * SUPPORT * PERSEVERANCE * INDIVIDUALITY * RESPECT * EXCELLENCE

Personal qualities and skills

- Able to remain calm but firm in challenging situations
- Able to show empathy and understanding for students who struggle with languages
- Have a positive and enthusiastic manner which gains the confidence and respect of students, parents and colleagues
- Able to manage students effectively and be resilient, adaptable and rigorous
- Able to have a keen eye for detail and the ability to follow actions through to a conclusion
- Able to communicate to a high standard both orally and in writing



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Experience, qualifications and skills:	Essential/ Desirable
Qualification to 'A' level or native speaker in French/German or Spanish	
English and Maths – minimum Grade C at GCSE level (or equivalent)	E
Degree or equivalent	D
Experience of working in an education setting	D
Good knowledge of child protection procedures and processes	E
Regular professional development	E
Experience of systems of monitoring, evaluation and review	E
Competent in the use of ICT and online learning	E
Experience of working in children's services/educational welfare environment	D
Involvement in performance management	D
Knowledge of 'Keeping Children Safe in Education' and Prevent Strategy	D
People and relationships:	
Establishing constructive partnerships with others	E
The ability to earn the confidence of the whole community	E
Personal qualities:	
A strong commitment to improving educational opportunities and raising standards of achievement	E
High expectations	E
Good interpersonal and listening skills, and a commitment to genuine consultation	E
Good and confident communication skills	E
A strong commitment to staff development, team working and empowerment	E
Fairness, resilience and a good sense of humour	E
Calm and reflective thinker	E
Sensitive problem solving skills	E
Ability to work independently and flexibly	E
A good team player and leader as necessary	E
Ability to prioritise and meet deadlines in a high pressure environment	E
Others:	
A passion for learning	E
Ability to identify young people's issues and offer advice and support as appropriate	E
Desire to improve inclusivity	E
Have due regard to health and safety including lone working in line with HCC, schools, Inclusion, SEN, policies and guidance	E