

JOB DESCRIPTION

Foreign Languages Assistant

Salary: Scale TA1A, point 11 £10.04 per hour

Hours of work: 13 hours per week, term time only – FIXED TERM

Line of Responsibility The successful candidate is directly responsible to the Head of MFL Department

Purpose

To enhance the learning of pupils during their French lessons.

The post holder will play a key role in delivering support to pupils who are learning French. This will include in class support and work in small groups with students under the direction of subject specialists.

Accountabilities

Support for the curriculum:

- Support the school curriculum, under the guidance of class teachers
- Provide targeted support to enhance learning and improve attainment

Support for the teacher:

- Contribute to reports on pupil progress by providing appropriate feedback to the subject teacher
- Contribute to the planning and evaluation of work programmes for individual pupils and groups where necessary
- Organise the learning environment and develop appropriate classroom resources as required
- Contribute to behaviour management within the school

Support for the school:

- Develop and maintain effective working relationships with other staff and parents or carers
- Contribute to the maintenance of a safe and healthy environment
- Attend and actively participate in staff meetings where required

Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post holder is required to support and encourage the College's ethos and its objectives, policies and procedures as agreed by the governing body.

- To uphold the College's policy in respect of Child Protection matters.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.
- The post holder shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the College's performance management scheme; engaging fully with targets set annually with the Line manager who will monitor and review performance in accordance with the College's Performance Management policy.