

Job Description: Foreign Language Assistant

JOB TITLE: Foreign Language Assistant

RESPONSIBLE TO: The Head

The Head of Modern Languages

1. **SUMMARY OF MAIN RESPONSIBILITIES**

To assist with the teaching of Modern Foreign Languages throughout the school, and to give conversation lessons to individual students or small groups of students, as indicated by the subject teacher or the Head of Modern Languages.

2. **SPECIFIC RESPONSIBILITIES**

- To promote the study of languages amongst students at all levels.
- To teach up to 25 periods a week (although the precise number of lessons taught will vary according to the number of students studying the language at AS and A2 level).
- To aid in exam marking at exam time – ie Christmas and summer.
- To keep records of each student's progress in conversation lessons.
- To correct any work that has been produced during, or as a follow up to a conversation lessons.
- To conduct individual speaking tests with students if requested to do so.
- To assist the subject teachers in the running of a language activity.
- To assist subject teachers in producing and maintaining classroom displays to reflect the nature of the subject.
- To attend departmental meetings.
- To assist with the preparation of resource material, as indicated by the subject teacher.
- To accompany language teachers on foreign visits and exchanges, as well as cinema and theatre trips if requested.

3. **PROFESSIONAL STANDARDS**

- To conduct himself/herself as a member of staff, and to be aware of the example he/she should set to pupils.
- To arrive in class promptly.
- To familiarise himself/herself with the School and Departmental Health and Safety policies.
- To have completed a CRB check.

4. **ADDITIONAL RESPONSIBILITIES**

Foreign Language Assistants will have additional pastoral, sporting and extra-curricular activities. These will be confirmed after discussion between the Language Assistant, subject teacher, HoD and SMT.