
Job Description for Foreign Language Assistant

Responsible to: Subject Teacher, Head of School

Based at: New College Pontefract

OVERALL PURPOSE OF THE POST

- To support the College by providing assistance to students by improving their foreign language speaking skills and increasing an understanding of the culture of the appropriate native country.

MAIN DUTIES

- Provide conversation sessions for students working in groups/pairs or with individuals.
- Provide support and assistance to students, as appropriate, on foreign language speaking skills (dealing with queries/providing help, guidance, resources as required).
- Monitor student attendance/absence and use of room(s)/equipment.
- Liaise with appropriate staff regarding student progress, attendance, etc.
- Maintain a learning environment in which students can work effectively.
- Undertake other duties as requested.

There will be an expectation across the trust that all support functions will work together and support each other as and when required, particularly in the early and evolving years of the trust. There may be a need to review some job descriptions initially after the first transitional year.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/trust, and only after consultation with you.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.



Person Specification for Foreign Language Assistant

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience		• Fluent speaker. • Successful experience of working with young people.
Education and Training	• Successful completion of a foreign language course/Degree Level French (if not a Fluent speaker).	
Special Skills and Knowledge	• Ability to motivate students. • Ability to work flexibly. • Commitment to improving students' foreign language speaking skills. • Commitment to student welfare and achievement. • Good organisational skills.	• Knowledge/Experience of the current A Level Specifications.
Personal Skills and Qualities	• Excellent communication skills. • Enthusiasm for the role. • Ability to understand difficulties facing students of a lower ability.	
Additional Factors	• Interest in the language and culture of native country.	