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| **Job Title** | French Language Assistant (Temporary – September 2019 to August 2020) |
| **Reports to** | Head of French |

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| **Job Purpose** |
| Language Assistants support the work of the Modern Foreign Languages Department. Aligned to a particular language, the Assistants work closely with small groups of boys to help them improve their oral and aural language skills. The Assistants also support the running of the department undertaking general administration and exam preparation, and supporting the work of the MFL Masters as required. |

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| **Key Tasks and Responsibilities** |
| Language sessions   * To work with boys one-to-one or in small groups to help them improve their oral and aural fluency. These sessions are normally 20 minutes long, and approximately 20 hours per week of the Language Assistant’s time will be spent working with the boys in this way. * To provide regular feedback to the Head of Language and masters teaching that language; this could, for example, be in the form of weekly progress reports about each boy. * To provide feedback to individual boys after each session and to set them targets which will help them to improve their proficiency. * To prepare lesson materials and send these to the boys at least a week in advance of the sessions with enough time and appropriate guidance (e.g. vocab lists) for them to prep for the session. Lesson materials may for example include small articles and pieces of literature. * To prepare general questions in the target language pertaining to the topic studied as part of the scheme of work. * To provide occasional cover for departmental lessons – this does not include formal teaching, but will include taking absence, ensuring the safety of the students in the class, and supervising the boys whilst they complete the work already prepared by the Master.   Supporting Trials and public examinations   * Acting as an invigilator during examinations (appropriate training will be given). * To provide assistance to the department during Trials, including:   + Sorting papers after exams and helping Masters to collate them.   + Helping to mark papers (e.g. right/wrong answers and grammar) alongside a clear, set marking scheme. * To provide assistance to the department during public examinations (GCSE and Pre-U), including:   + Supervising boys before exams, e.g. during card preparation, ensuring appropriate exam conditions are maintained. NB Appropriate training will be given and the Language Assistant will only supervise boys studying a different language to the one they support.   + Helping boys prepare for oral exams with warm up speaking sessions beforehand.   + Patrolling corridors, escorting boys to the toilet where necessary, and providing general support and assistance to the invigilators as required.   Further activities to support the department (up to approximately 15 hours per week)   * To assist with enlarging and/or setting up a resource bank on particular topics and subject fields, preparing vocabulary lists which will assist the boys. * Updating existing vocabulary lists within the resource bank. |

* Recording audio files and storing them on the resource bank so the boys have the benefit of hearing a native speaker discuss a particular topic / pronounce a word or phrase etc.
* Attending language societies and assisting the Master in running these societies, personally running clubs where appropriate.
* Supervising the preparation of topics for discussions in classes to support the Head of Language.
* Supervising time in the Modern Languages Library.
* With prior agreement from the Head of Language, running language clinics to support the boys with EW’s.
* Completing general departmental administrative jobs as requested by the department.

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| **Skills and Competencies Required** |
| To be successful in this role, the incumbent should have:   * A thorough knowledge of the subject language. * Excellent organisation and time management skills, including the ability to juggle a variety of competing priorities whilst meeting deadlines. * Well-developed communication skills, both written and oral; the individual should also be a natural collaborator and team player. * The ability to work using their own initiative and to take direction. * Although no prior experience is necessary, the individual must have a demonstrable enthusiasm for helping pupils to learn and develop, and a commitment to the highest standard of pupil welfare. * A clear understanding of the needs of young people and an ability to maintain a good sense of order and discipline. |

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| **Other Information** |
| * This position is not accommodated |