



## Language Assistant

### JOB DESCRIPTION

**REPORTING TO:** Head of Modern Foreign Languages and Subject Lead

**PURPOSE OF JOB:** Assistants are responsible for ensuring high standards of learning and achievement for all students they teach, especially in building confidence and fluency in the target language. They share collective responsibility for the daily running of school business.

### KEY RESPONSIBILITIES

- 1) Teach oral language classes to a very high standard of professional practice, ensuring high standards of learning and achievement for all students especially in building confidence and fluency in the target language in preparation for their public examinations
- 2) Establish good working relationships with the department, the wider staff, parents and the wider community by:
  - a. Liaising with Head of MFL, Subject Lead, and other members of the MFL department.
  - b. Understanding the need to liaise with those responsible for students' welfare within the school.
  - c. Sharing information with the Subject Lead and Head of MFL, if you have any concerns and any good news that should be shared with parents.
  - d. Sharing tracking and monitoring information with the Subject Lead and Head of MFL, so that all students may make progress and so that this progress can be demonstrated.
- 3) Liaise with the Subject Lead and Head of MFL, to ensure required aspects of the A Level specification are delivered to, and practiced by the students.
- 4) To carry out additional duties and tasks that may be required within the range of the responsibilities of the post.

### GENERAL REQUIREMENTS

- 1) Adhere to and always ensure compliance with the school's Child Protection Policy. If, while carrying out the duties of the post, the post-holder becomes aware of any actual or potential risk(s) to the safety or welfare of children in the school, these concerns must be reported to the school's Designated Safeguarding Lead or the Headteacher.
- 2) Ensure the provision of a safe and secure working environment, in keeping with legal requirements. Maintain discipline in accordance with the school's procedures and encouraging good practice regarding punctuality, behaviour, standards of work and homework.
- 3) Comply with Presdales School Health and Safety policies, procedures, and risk assessments.
- 4) Conduct from time to time, any other duties as may be required but within the scope of this job description.