

**Job Outline**  
**French/ German/ Spanish**  
**Foreign Language Assistants**

**Responsible to:** Head of Department  
**Band:** Scale 3, Point 4  
**Full time/Part time:** Part- time

**Job Purpose**

Improving pupils' communication skills (in particular oral skills) and developing their knowledge of a different society and culture. Supporting the work of the language department under the supervision of the Modern Languages teachers to boost the learning, confidence and achievement of all pupils.

**Key Responsibilities**

Responsibilities will include:

- Conversation practice with pupils alongside the teacher or in small groups
- Participate in various educational activities held in the school
- Prepare, plan, deliver one-to-one sessions with KS3 and KS4 pupils
- Monitor and track pupil progress during one-to-one KS3 and KS4 sessions
- Individual pupil support
- Lead a language club (if required)
- Educational support
- Intensive language courses (if required)
- Teacher language support
- Conduct practice oral examinations and assist with the administration and preparation of speaking materials in all key stages if and when required
- Use mark schemes to support students in knowing their levels and next steps
- Prepare learning activities and games to support the development of conversation skills and grammatical accuracy

**General**

- To maintain Staff and Pupil confidentiality
- To undertake training as appropriate
- To participate in the performance management programme
- To undertake other responsibilities within the overall purpose and scope of the post

**Relationships**

Working closely with:

- All teaching and non-teaching staff
- Pupils

- Parents.

## **General Information**

The job specification details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes for the job.

All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.

Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

## **Review**

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.