



BRADFIELD COLLEGE

JOB TITLE: Foreign Language Assistants

REPORTS TO: Head of French/Spanish/German

DEPARTMENT: Modern Foreign Languages

DATE: May 2019

This College is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Employees must be willing to undergo an enhanced Disclosure and Barring Service (DBS) Certificate prior to employment, registration of the DBS Update Service and checks with past employers. These checks are repeated each three years of your employment.

You should revert to your individual responsibilities as defined in the Health & Safety Manual and ensure you are competent to implement them and agree to abide by them. Your health, safety and welfare at work are protected by law. Your employer has a duty to protect you and to keep you informed about health and safety. You have a responsibility to look after yourself and others. If there is a problem, discuss it with your employer or the College's Health & Safety Manager.

This Job Description is neither final nor exclusive and the range of tasks would embrace many incidents and situations which are not stated, but require initiative and common sense to be applied.

JOB PURPOSE

- To work approximately 12 hours per week (18 lessons)
- To be familiar with the IB, A level and IGCSE syllabuses we teach and to prepare students for oral examinations.
- To assist language teachers in developing resources and planning suitable activities for oral lessons, which are appropriate for the requirements of the syllabi, and which also develop students' broader knowledge, interest, confidence and enthusiasm for languages.
- To keep a register of attendance and report back to language staff on student progress on a regular basis.
- To administer and, with appropriate guidance and training, to conduct internal oral examinations. To report to language teachers on the marks, strengths and development areas for individuals and to write or contribute to reports where appropriate.



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- To attend faculty and language specific department meetings and CPD events.
- To organise and attend society evenings and other languages related events and to contribute to cross-curricular work in collaboration with other subject areas.
- To assist with establishing and maintaining international links in the MFL faculty and to contribute to the organisation of trips.
- To provide occasional support for students in Sixth Form for essay work.
- To help bi-lingual students to maintain their language skills and develop their writing in particular.
- To support language teachers in classroom activities and administrative tasks and to provide cover and examination supervision as required.
- To maintain display boards for the promotion of language learning and cultural activities.
- To promote an atmosphere that reflects and references the culture, traditions and current affairs of the languages we teach.

QUALIFICATIONS

- A Level or equivalent and
- At least 2 years of study at university level, preferably for a teaching degree or language/literature of the language taught is desirable.

EXPERIENCE:

- Teaching experience or experience gained in a similar environment would be advantageous.

SKILLS

- Strong IT skills and the ability to use a range of media for the development of learning support materials.
- A high level of interpersonal skills to communicate with students, parents and staff.
- A native speaker with good conversational, written and listening skills.

PERSON SPECIFICATION:

- Demonstrable interest in current affairs and an awareness of culture and traditions of the language/s taught.
- An imaginative and innovative approach to the development of learning resources and maintenance of up-to-date and relevant material.
- Enthusiasm for teaching and sharing experiences with students in order to develop their individual skills and confidence.
- A team player with the ability and willingness to support the MFL faculty and develop professional working relationships with students, parents and staff.