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|  | **Language Assistant** |
| Role Title | Language Assistant |
| Job Purpose- general | * The role of the Language Assistant is to assist students in French and Spanish lessons with their learning, support the languages teachers with speaking exams, and to offer the SEN department additional support at busy times.   *In common with all staff:*   * Act as a positive role model for the students and as an ambassador for the school at all times. Be fully aware of, and act on, child protection procedures whenever necessary and ensure all activity is in tune with the whole school development plan and the staff code of conduct. * To participate in meetings, training other staff development and CPD activities and performance development as required. * To be aware of and comply with all school policies and procedures including child protection, health and safety, security, confidentiality and data protection.   *Liaising with:*   * Head of the Modern Foreign Languages Department, and the Special Educational Needs Cordinator. |
| Job Purpose - specific | * To support student in French and Spanish lessons with their learning * To support particular students with SEND in French and Spanish lessons according to their Provision plans * To assist in supporting targeted students with individual or group intervention designed to improve their language skills * To support the MFL department in the administration of French and Spanish GCSE speaking exams * To support the MFL teachers deliver their lessons as effectively as possible. * To support the SEND department during the exam period or other busy times when extra/general teaching assistant support is required |
| Line Manager | *Accountable to/line managed by:*  Head of MFL |
| Notes | All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |
| Pay Scale | Kent Range 4 (pro rata – term time only). |
| Name |  |
| Signature |  |
| Date |  |