**Language Assistant Role**

* To provide weekly conversation support to main classroom teacher of years 10 and 11 once a week: the assistant will take students out in groups of 4/5 during the lesson and will spend 5- 7 minutes practising their speaking.
* To provide a 30 minute weekly conversation session to each Sixth-Form student. These will be on a 1-1 basis and usually take place after school (twilight sessions). The assistant is responsible for preparing engaging materials for these sessions with the support and input of the main classroom teacher.
* To assist main classroom teachers on the organisation of speaking exams: for both PPEs and public examinations.
* To provide regular feedback of the performance of the students during their speaking sessions (GCSE and A Level) via a fortnightly report email.
* The language assistant might be asked to join subject development meetings to keep up to date with the development of the department.
* The language assistant might be required to perform small admin tasks as requested per the Head and Deputy Head of Languages.