



Job Description

Foreign Language Assistant

The Job Description is not intended to be an exhaustive list of responsibilities but should accurately represent your professional contribution to Haberdashers' Monmouth Schools. Your Job Description should be reviewed annually as part of the Performance Review Process.

Responsible to: Head of MFL

Summary of the Role:

To support the teaching of your language to pupils to improve their language skills

Main duties and responsibilities

1. Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact
2. Maintaining good discipline and good behaviour
3. Uphold all School Policies
4. Plan and deliver activities and lessons to engage, support and stretch the language skills of pupils
5. Produce resources to assist pupils to improve their language skills
6. Help prepare pupil for their oral examinations
7. Introduce your own culture by discussing topics such as current affairs, films, sport and festivals
8. Contribute to cross curricular work in collaboration with other subject areas
9. You may also support the creation and/or development of international partnerships with a school in your country

Extra-curricular Responsibilities

To participate in the school's extensive co-curricular programme as agreed by the Head

You may be required to undertake such other comparable duties as the School requires from time to time.

Person Specification

<i>Essential</i>	<i>Desirable</i>
Qualifications	
<ul style="list-style-type: none"> • Good Honours degree or working towards an Honours degree • Good general standard of education 	
Experience	
<ul style="list-style-type: none"> • The ability to encourage and enthuse others • Work well in a team 	<ul style="list-style-type: none"> • Previous experience as a foreign language assistant
Skills	
<ul style="list-style-type: none"> • Excellent classroom management skills • Excellent communication and inter-personal skills • Ability to use a range of strategies to enthuse the full range of abilities • Ability to establish good working relationships at all levels 	<ul style="list-style-type: none"> • Well-developed ICT skills
School Ethos	
<ul style="list-style-type: none"> • Capacity to work well with others both within the department and the school as a whole • Fully supportive of the aims & ethos of the school • Commitment to the school's aims of raising the bar and working to encourage students beyond their potential • Ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child's education 	<ul style="list-style-type: none"> • Ability to support the vision for high quality education which promotes spiritual, moral, social and cultural development
Personal Attributes	
<ul style="list-style-type: none"> • Highly motivated • Ability to work unsupervised • Ability to deal with unpredictable situations • Ability to listen • Able to maintain confidentiality when required • Willingness to participate in the wider life of a busy boarding school • Excellent organisational skills • Excellent time-management • Support and promote the School's aims and ethos • Excellent punctuality and attendance • Smart appearance • Flexible and adaptable to change 	

Safeguarding

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| <ul style="list-style-type: none">• Commitment to the safeguarding and protection of children and to the personal development of our pupils• Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety | <ul style="list-style-type: none">• Knowledge of child protection procedures |
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