



Post Title	MFL Assistants
Hours	Equivalent of 10 hours per week to be worked flexibly between 1 October and 31 May
Salary	Scale 4 (£11.02 - £11.70 per hour)

Statement of Purpose

Under the direction of the Head of the MFL Department have responsibility for agreed learning activities, working closely with MFL teachers and complementing their role. Work across the key stages acting as a specialist MFL assistant helping to plan lessons and develop support materials.

Support to Students

- Support students with their development of knowledge, skills and understanding within the curriculum.
- Contribute towards the management of student behaviour and wellbeing.
- Encourage students to interact and work cooperatively with others.
- Promote productive relationships with students, acting as a role model.

Support to the teacher

- Monitor and evaluate students' responses and progress against action plans through observation and planned recording.
- Contribute, if necessary, to the teacher's recording and reporting of students' achievement and progress.
- Establish constructive relationships with other team members/subject staff/parents/carers and professionals as required and exchange information.

Support for the Curriculum

- To provide support in modern foreign languages particularly in speaking and listening.
- Work with small groups or individuals.
- Be aware of the need for different teaching and learning approaches that support students' access to learning.
- To contribute where appropriate to curriculum development
- To share good practice.
- Keep up to date with developments in teaching practice and methodology in general and in the curriculum area of your specific modern foreign language

Support to School

(This list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/works/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the school day.



We expect you to play a full part in the life of the school, to support its purpose, values, aims and ethos and to encourage staff and students to follow this example.

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