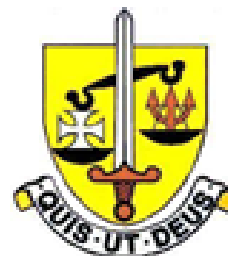


St Michael's Catholic Grammar School

"Love one another, as I have loved you"



Job Description

Role	Modern Foreign Languages Assistant
Reports to	Head of MFL
Supervising duties	None

Role Description

To work under the guidance of the Head of MFL and appropriate subject leaders to:

- Work with students in the Sixth Form and KS4, in groups of two or three, covering A Level topics – the main aim is to get the students talking.
- Prepare timetabled sessions in line with the expectations of the class teacher.

The Modern Foreign Languages Assistant will:

- supervise students, ensuring their safety and access to learning activities;
- use classroom/teaching skills/training/experience to support students;
- promote positive values, attitudes good student behaviour and health and safety.
- manage the behaviour of students whilst they are working to ensure an appropriate learning environment which is purposeful, orderly and productive including:
 - a. establish productive working relationships with students, acting as a role model and setting high expectations;
 - b. recognise and respond to the individual needs of students;
 - c. set challenging and demanding expectations and promote self-esteem and independence;

The Modern Foreign Languages Assistant will support the school by:

Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, internet and social media usage reporting all concerns to an appropriate person;

- a. ensuring all students have equal access to opportunities to learn and develop;
- b. contributing to the overall ethos/work/aims of the school;
- c. attending and participating in regular meetings including training and other learning activities as required;

Undertaking any other duties which may reasonably be regarded as within the nature of duties and responsibilities/grade of the post as defined.

Additional Information

Teaching qualifications, or indeed experience for this post, are not required - in fact some assistants have often just finished university in Italy, France and Spain, and are looking to do a year abroad (or perhaps taking a gap year).

Following a period of observing lessons, a full brief of what is required with the students will be given; mainly conversation focused on exam topics - a little preparation is required for these sessions - of materials for discussion (approximately 1-2hours per week) then activities are repeated with all students.