



# The Ecclesbourne School

Learning Together for the Future

## JOB DESCRIPTION Language Teaching Assistant

Job title: Language Teaching Assistant - German  
Hours: Hours will vary each academic year depending on curriculum need  
Salary: Unqualified Teacher Pay Scale Points 1 to 3  
Team Lead: Head of the Modern Foreign Languages Faculty  
SLT Lead: Member of the SLT assigned to the Learning Support Faculty

### CORE RESPONSIBILITIES

The Language Teaching Assistant's role is to prepare students for the GCSE and A level oral examinations. This includes reinforcement of topics covered in class, providing authentic materials for the teaching of aspects of the country's culture, aiding student's pronunciation and intonations, oral exam practice and producing practice exam materials.

### Specific Duties:

1. To inspire and encourage students to develop their language skills and knowledge of German culture.
2. Prepare and conduct weekly conversation sessions of 20 or 30 minutes with individual students to develop confidence and fluency in communicating in German.
3. Source and prepare a variety of material for use in conversation sessions, ensuring consistency and attention to detail, so that all students develop high levels of fluency, spontaneity and confidence.
4. Work on specific topics with students, following the GCSE and A level schemes of work as directed by the class teacher(s).
5. Assess and record the progress of students, reporting to their class teacher and the Head of German.
6. Record and report any student absence or lateness to the class teacher and the Head of German.
7. Assist with events to promote languages within school.
8. Undertake other duties as may reasonably be requested from time to time, such as accompanying trips.

Name..... Signature.....

Date.....

**Other Duties:**

- 1 To positively promote the good name of the School and actively support its aims.
- 2 To take reasonable care for the health and safety of her/himself and other persons who may be affected by her/his activities and, where appropriate, safeguarding the health and safety of all other persons under her/his control and guidance, in accordance with the provisions of the Health and Safety Legislation and the School's own policies. This will involve liaising with the Health and Safety Officer in areas of emergency such as fire drills.
- 3 To exercise proper care in handling, operating and safeguarding any equipment, systems or appliances provided or issued by the School for the post-holder's individual or shared use in the performance of his/her duties including computer equipment.
- 4 To be involved in the Performance Management/Personal Review procedures of the School either in the role of a reviewee responsible for continually seeking to develop professionally and/or in the role of a reviewer responsible for supporting the work of colleagues as they seek to develop professionally.
- 5 To support the examination process of the School in any way necessary, including invigilation duties.
- 6 To undertake any other tasks which may reasonably be regarded as being within the nature of the duties and responsibilities of the post defined above, subject to the proviso that any significant and permanent changes shall, after satisfactory negotiation by both parties, be incorporated into a revised job description in specific terms.
- 7 To support the lunchtime supervision of students when required (in emergencies only).

You are required to preserve the confidentiality of any information regarding staff (in connection with their employment) and students and this obligation shall continue indefinitely. A breach of this requirement will be regarded as misconduct and as such may be grounds for dismissal.

The duties summarised in your job description are indicative and we retain the right to include other reasonable duties which which may be reasonably requested commensurate with the post held and duties undertaken.

As you are aware, any post working within a School includes substantial access to young people and all appointments are subject to an enhanced Disclosure and Barring Service check and a satisfactory result being received. All employees (temporary or permanent) are required to inform the school of any subsequent convictions or other matters whilst employed by the School. Failure to do so will result in the disciplinary process being invoked. All employees in posts eligible for an enhanced check are contractually required to undergo a re-check upon request.

Name..... Signature.....

Date.....



## PERSON SPECIFICATION

	<u>Essential</u>	<u>Desirable</u>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Ability to communicate clearly and concisely, both verbally and in writing.</li> <li>• Confident in the use of ICT to produce appropriate resources to support learning.</li> <li>• Able to work on own initiative and/or part of a team.</li> <li>• Ability to motivate learners of different abilities and support and stretch all students.</li> </ul>	<ul style="list-style-type: none"> <li>• A native German speaker.</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Record of high success at A level and GCSE, or equivalent.</li> <li>• Commitment to continuing professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to graduate level, or equivalent.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with young people in an educational setting.</li> <li>• Familiar with the examination specification.</li> </ul>
<b>QUALITIES</b>	<ul style="list-style-type: none"> <li>• A genuine enthusiasm for the language and its promotion across the school.</li> <li>• Open and honest and positively accepts constructive criticism.</li> <li>• Ability to empathise with students.</li> <li>• Ability to listen, learn and improve within the role, learn from mistakes and speak up when opportunities to improve are identified.</li> <li>• Flexible in terms of time management and can adapt to the needs of students and the school.</li> <li>• Respects the importance of good time keeping, punctuality and reliability and puts it into practice.</li> <li>• Takes responsibility and accountability of one's actions and makes informed decisions.</li> <li>• Commitment to safeguarding and promoting the welfare of students.</li> </ul>	

Name..... Signature.....

Date.....