



JOB DESCRIPTION

Role: **MODERN FOREIGN LANGUAGE ASSISTANT**

Term Time plus INSET days, 7+ assessment days (NB No holidays to be taken during term time)

Report to: Head of Languages

Role: To provide outstanding assistance within the MFL department, working alongside the French/Spanish teacher, in order to create a linguistically and culturally rich environment and raise levels of achievement in all areas of the subject.

Key Responsibilities:-

- To help with the general running of lessons; including classroom set up, preparation/distribution of material, dialogue demonstration.
- To monitor and assume responsibility over the learning of bilingual pupils i.e marking their work, developing individualised tasks and resources, liaising with the teacher and providing feedback on their progress.
- To provide support to any pupils who require additional help in lessons
- To work with small groups as required in order to facilitate more practice of French/Spanish
- To provide support with general group work in the classroom
- To assist the teacher with marking and assessments
- To support the teacher with display work and the production of teaching resources and visual aids
- To assist with lesson covers in the absence of the teacher
- To run a club of your choice for one term
- To undertake ICT and media related tasks (take photos/videos, upload Media, calendar bookings etc)
- To carry out general administrative tasks such as photocopying, laminating and filing
- Take a register when required
- Undertake break and lunch time duties
- Go on trips as required
- To undertake training and development relevant to the post and in line with the school's priorities
- To undertake any other professional duties as directed by the Head of Languages or Head

Please Note: Bute House is committed to safeguarding and promoting the welfare of children. The successful applicant for this job will be required to undergo child protection screening appropriate to the role and an enhanced Disclosure & Barring Service Check (DBS) before he/she starts work at the school as well as taking up references before interview.

January 2024