



## PERSON SPECIFICATION

**Role:** MODERN FOREIGN LANGUAGES ASSISTANT

|                                     | <b>ESSENTIAL</b><br><br>These are qualities which are required to do this job. No applicant would be considered if they did not have these.                                                                                                                                                                                                                                                                                              | <b>DESIRABLE</b><br><br>These are additional qualities, which may be useful when the panel is selecting the final shortlist. | <b>METHOD OF ASSESSMENT</b>                         |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| Qualifications                      | A Degree or studying for a Degree, preferably on the subject of Linguistics or Education                                                                                                                                                                                                                                                                                                                                                 | Any training or course completed on the subject of Education                                                                 | Certificates                                        |
| Experience                          |                                                                                                                                                                                                                                                                                                                                                                                                                                          | Experience of working with children<br><br>Any related to languages (e.g. tutoring)                                          | Application form<br>References                      |
| Skills                              | Good interpersonal skills<br><br>Ability to work on own initiative<br><br>Confident ICT user<br><br>Creativity                                                                                                                                                                                                                                                                                                                           |                                                                                                                              | Interview<br><br>References<br><br>Application form |
| Knowledge                           | Fluent speaker of the target language, knowledge of how the language works (Spelling, grammar, phonetics) and of the target language culture/s                                                                                                                                                                                                                                                                                           | Of working in a school environment                                                                                           | Interview                                           |
| Personal competencies and qualities | Enjoyment of working with children and ability to develop positive relationships with young people and adults<br><br>High levels of honesty and integrity<br><br>The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop<br><br>Interest in promoting the culture<br><br>Flexible approach to work<br><br>Well-motivated and able to work as part of a team | Interest in education or in developing a career in education.                                                                | Interview<br><br>References                         |

*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 and Barring Service Check before they start work at the school as well as taking up references before interview.*

*January 2024*