**JOB DESCRIPTION**

| **JOB TITLE** | FOREIGN LANGUAGE SPEAKING ASSISTANT |
| --- | --- |
| **DEPARTMENT/SECTION** | ST EDMUND’S CATHOLIC ACADEMY |
| **RESPONSIBLE FOR WHICH OTHER POSTS** | NONE |
| **RESPONSIBLE TO** | CURRICULUM LEADER MODERN FOREIGN LANGUAGES (MFL) |

**Organisation Chart**



**Job Summary**

To support in improving young people’s confidence, speaking and listening communication skills and motivation to learn languages. To support in understanding the target language and understanding the culture. To provide effective feedback to Language teachers, in order to implement intervention plan if necessary.

**Main Duties**

1. To support the language teacher to assist pupils in practising speaking, listening, pronunciation, and oral composition.
2. To support in planning activities and games using authentic materials.
3. To support pupils in group discussions and role plays.
4. To support pupils in preparing for oral exams (GCSE and A Level)
5. To make recordings in the target language that can be used as examples of native speaker speech.
6. To contribute to other areas of the curriculum of special interest or expertise (eg festivals and customs).
7. To carry out other tasks connected with the grading of this post.

**Our strong commitment to safeguarding, this post is subject to an Enhanced Disclosure and Barring Service check.**

**General**

* To attend relevant meetings and courses to update areas of job role
* To undertake such other duties as may be determined from time to time within the general scope of the post.

**In addition to the ability to perform the duties of the post, issues relating to Safeguarding and promoting the welfare of children will need to be demonstrated these will include:**

* **Motivation to work with children and young people.**
* **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
* **Emotional resilience in working with challenging behaviours**
* **Attitudes to use of authority and maintaining discipline.**

| **Person Specification - Essential Criteria** | **Desirable** | **Measured by** |
| --- | --- | --- |
| **Knowledge and Experience*** Experience of working with young people
* Experience of strategies to engage young people in group discussions
* The ability to maintain clear and efficient records
* Good organisational and personal management skills
 |  | AF |
| **Qualifications/Training*** High standard of spoken and written French/Spanish as well as English
 |  | AF/I |
| **Behavioural Attributes*** Identifies and promotes best practice and encourage the sharing of ideas.
* Self-motivated with a positive outlook and ability to work on own initiative and as part of a team
* Values the diversity of individuals, adaptable approach to meet individual needs
* Contributes to strong team ethos where everyone feels valued.
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
 | \**AF - Application form I – Interview* | AF/I |

**Signed …………………………………………**

**Date …………………………………..**