



# Ivybridge Community College



## Job Description

<b>Job Title:</b>	Modern Foreign Language Teaching Assistant
<b>Location:</b>	Ivybridge Community College
<b>Reports to:</b>	Head of Modern Foreign Languages
<b>Grade:</b>	Dependant on experience (Devon Legacy Pay Scales, Grade E, SCP 16-22)
<b>Hours:</b>	12 hours a week x 38 weeks per year
<b>Contract:</b>	Fixed term until 31 May 2025
<b>Responsible for:</b>	Not Applicable

### Job Purpose

The Modern Foreign Language Teaching Assistant will play an important role in assisting with learning support for students of all levels and abilities, including preparation for GCSE and A Level examinations.

The post holder will work as a professional member of the Foreign Languages team and promote Languages across the curriculum. They will support the production, planning, organisation and day to day maintenance of teaching resources.

The post holder will support learning which takes place outside of the main teaching area with small groups, or on a one-to-one basis.

The duties and responsibilities outlined in this job description are not comprehensive or exclusive and may be varied from time to time to allow the College to respond to the individual needs of students. The post holder may therefore be expected to take on other reasonable activities to assist in an efficient service delivery.

### Job Description

#### General Duties and Responsibilities

1. Maintain an overview of student attendance and under the direction of a Teacher, or Senior Leader, support with any safeguarding issues that may arise within, or outside the classroom setting.
2. Oversee the audit and maintenance of equipment that may be required, to ensure it is in a good working order.
3. Undertake record keeping on individual students in terms of their performance against target and report this back to the classroom teacher.

This job description provides a general reflection of the key accountabilities associated with the post, and you may be expected to take on other reasonable activities to assist in efficient service delivery.

Emphasis on specific accountabilities and indicators of success will be agreed as part of your PDR.

4. Support the classroom teacher in the delivery of Teaching and Learning sessions, both in person and remotely via MS Teams.
5. Support cover staff with information as supplied by absent teachers, when applicable.
6. Maintain designated databases / files in accordance with Trust policies for data governance, as appropriate for the role.
7. Work regularly with small groups of students, or on a one-to-one basis with an individual student, both inside and outside of the classroom setting.
8. Undertake general clerical and organisational requirements in order to prepare for the sessions that you lead.
9. Liaise, advise and consult with other colleagues.

### **Specific Duties**

1. Under the direction of the classroom teacher, in terms of relevant topics and the curriculum, plan and prepare resources for the sessions which you lead, based on a bank of resources.
2. Work with individuals or small groups of students outside the classroom to support them in preparation for A Level and GCSE examinations.
3. Work with small groups of GCSE students during their lesson time as directed by class teachers
4. Provide informal feedback and correct work that has been produced during, or as a follow-up to sessions with GCSE and A Level students.
5. Conduct individual speaking tests with students, if requested to do so.
6. Assist the subject teachers in the effective running of the Modern Foreign Language department, as directed to do so.
7. Support with intervention sessions, if/when these resume again.

### **Other responsibilities**

1. Handle all confidential correspondence with discretion and in line with the Trust and College's Data Protection protocols.
2. Use appropriate ICT packages as required.
3. Set up files and update where necessary.
4. Attend occasional out-of-College hours functions as required. This may from time to time include accompanying teaching staff and students on visits, trips and off-site activities as required.
5. Undertake any other duties of a similar level and responsibility as may be required, as directed by the line manager.
6. Prepare and contribute to Trust wide development, by sharing best practice and professional feedback.
7. Comply with and promote all Trust policies, including Safeguarding, Health and Safety and Equality and Diversity.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also be asked to carry out other duties commensurate with the grade as may be necessary from time to time.

This job description provides a general reflection of the key accountabilities associated with the post, and you may be expected to take on other reasonable activities to assist in efficient service delivery.

Emphasis on specific accountabilities and indicators of success will be agreed as part of your PDR.

## PERSON SPECIFICATION

E = Essential, D = Desirable

<b>Method of Assessment</b> The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
<b>Qualifications:</b>			
A good level of education to include GCSE (or equivalent) Grade C or above in Maths, English and a Foreign Language	E		✓
A Level or above in a Foreign Language or equivalent in the relevant field or applicable experience	D	✓	
<b>Experience:</b>			
Experience of working in a school or similar establishment	D	✓	
Knowledge of procedures for preparation of resources/ materials (i.e printing, photocopying etc)	D	✓	✓
Experience in leading small groups of individuals	D	✓	✓
<b>Knowledge, Skills and Abilities:</b>			
Fluent in either French or Spanish spoken Language	E	✓	✓
Fluent knowledge of written French or Spanish, including the use of grammar	E	✓	✓
Effective oral/written communication skills	E	✓	✓
Ability to lead a small group of students with confidence	E	✓	✓
Accuracy and attention to detail	E	✓	✓
Good timekeeping	E	✓	✓
Able to relate to academic staff, students, and other stakeholders	D	✓	✓
Excellent communication skills, both verbal and written, including the effective communication skills with students	E	✓	✓
Ability to use technology to a basic level – e.g. computer, video, photocopier etc.	E	✓	
Enthusiastic and committed to meeting the needs of students	E	✓	✓
<b>Further Requirements:</b>			
Ability to work as part of a team or alone if necessary	D	✓	✓
Discrete and able to maintain the confidentiality of information	E		✓

This job description provides a general reflection of the key accountabilities associated with the post, and you may be expected to take on other reasonable activities to assist in efficient service delivery.

Emphasis on specific accountabilities and indicators of success will be agreed as part of your PDR.

Knowledge and foundation understanding of Safeguarding and the welfare of children and young persons.	E	✓	✓
Willingness to undertake development and training relevant to the role, when required	D		✓

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Emphasis on specific accountabilities and indicators of success will be agreed as part of your PDR.