

Job Title: Foreign Language Assistant

Job Purpose: To provide support to students of modern foreign languages under the direction of subject Teachers.

Responsible to: Head of Subject

Responsible for:

Duties may include:

1. Working with the Teacher and students during Teacher-led classes to promote the learning of the target language.
2. Working on their own with individuals or small groups of students on specific topics.
3. Being familiar with oral examinations' requirements and helping students preparing for oral examinations.
4. Making recordings in their own language that the College can use as an example of native-speaker speech.
5. Contributing to discussions with students in French/ Spanish to help them prepare for the oral examinations.
6. Preparing resources in the native language for use across the department.
7. Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
8. Any other duties as may reasonably be required by the Principal.

May 2026

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Category	Essential	Desirable	Ascertained by
<u>Qualifications</u>	<ul style="list-style-type: none"> • Native speaker of the target language 		Application form /original certificates at interview.
<u>Experience</u>		<ul style="list-style-type: none"> • Experience of working in Post-16 education 	Application form/ activity/interview/references
<u>Additional Skills and Abilities</u>	<ul style="list-style-type: none"> • Ability to work flexibly as part of a team and also unsupervised • Empathy with young people. • Good communication skills – written and verbal 		Application form/interview/references
<u>Other</u>	<ul style="list-style-type: none"> • Display a commitment to the protection and safeguarding of children and vulnerable adults. • Display a commitment to meeting the individual needs of each student, to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not. 		