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**JOB DESCRIPTION**

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| Position:  | Languages Assistant |
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| Place of work:  | Nottingham High School  |
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| Responsible to:  | Head of MFL |
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**Principal Objectives:** To provide support to and for all MFL staff and students as required.

* Take timetabled groups/classes but you are not required to remain on school premises at other times.
* Planning and preparing relevant materials and activities to support the teaching of and development of language skills.
* Provide assessment and feedback on the development of student’s language skills.
* Support the preparation and assessment of students participating in public examinations.
* Work under the guidance and direction of the responsible language teacher(s).
* Ensure that you are punctual for every lesson and, if possible, arrive before the class is due to begin.
* If you find yourself unsupervised with a student, conduct the class with the door open so that you can be observed at all times.
* Wherever possible, attend Departmental Meetings and general staff meetings.
* Contribute to the general duties of all staff in upholding good standards of behaviour, dress and punctuality amongst students.
* To familiarise and understand the exam specifications for years 10 – 13.

July 2018