



MODERN LANGUAGES ASSISTANT - FRENCH and GERMAN

Job Title:	Modern Languages Assistant for French and German – (The possibility exists to appoint two Assistants, one for French and one for German)
Hours:	16 hours a fortnight (or 8 hours for each language). Some flexibility between weeks would be helpful to match the time table Term Time only The starting date: As soon as possible
Grade	Grade 5 - £9.68 per hour rising to £10.08 per hour.
Reporting to:	Head of Teaching and Learning for Modern Foreign Languages

MAIN PURPOSE OF THE ROLE:

- To give speaking practice to students, studying GCSE courses
- Provide in class support and intervention
- Administrative and planning tasks, as required

ACCOUNTABILITIES AND TASKS

Accountability	Task
Support and promote the learning of pupils within the Department	<ul style="list-style-type: none"> • To provide speaking practice with pupils on GCSE courses, in small group situations and sometimes on a one to one basis or with the class teacher in whole class situations • To prepare Speaking Resources • To provide one to one support in class for pupils when needed • To assist with examination preparation and catch up practice for Year 11 pupils

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| | <ul style="list-style-type: none">• To provide intervention support for pupils who are falling below their target and monitor progress• To assist with administration tasks set by Head of Teaching and Learning for MFL – including the preparation of learning materials.• Encourage the school code of conduct for behaviour of pupils and to be familiar with both the rewards systems and with the internal procedures for communication with staff regarding pupils' behaviour.• To be aware of issues such as confidentiality and the guidelines relating to safeguarding young persons. |
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This role specification contains an outline of the jobholder's principal accountabilities and is not intended to be exhaustive. It will be reviewed with the jobholder annually in Performance Review as necessary.



PERSON SPECIFICATION

Knowledge and Experience	Skills and Abilities	Personal Qualities
<ul style="list-style-type: none"> • A level of education that enables support to be given to pupils aged 11 to 16 including those preparing for GCSE • Some previous experience of working with young people is desirable • Some understanding of how pupils learn, or teaching experience is desirable • A commitment to the safety and welfare of young people and a knowledge and understanding of the responsibilities that adults working with them have 	<ul style="list-style-type: none"> • Native or fluent level in the target languages(oral and written) • A good command of English (oral and written) • Good listening skills • Ability to communicate confidently and professionally with pupils, staff, parents • Administrative competence and organisational skills • Confident use of ICT 	<ul style="list-style-type: none"> • High levels of personal and professional integrity • High degrees of self-confidence, personal energy and dynamism • Personal warmth, good rapport with pupils, colleagues and parents • High expectations for pupil attainment, personal development and conduct • Flexibility and a willingness to “help out where needed” • Interest in developing one’s own skills and abilities • Smart appearance in accordance with the school dress code • Commitment to helping with extra-curricular activities and curriculum enrichment



Further Information

Downlands Community School is a thriving, 11-16, mixed, comprehensive school, set in a beautiful location at the foot of the South Downs and only 6 miles north of Brighton with an enviable reputation for success with pupils of all abilities and from all social backgrounds. Full information about the School is available from the Downlands Website - see "Information for Applicants" under "Information - Vacancies" on the website.

Downlands was inspected by OFSTED and the report, published in January 2017, judged the School to be "outstanding" in all areas. Please visit the OFSTED or School website to read the report.

The School is now striving to become "beyond outstanding".

The School is committed to the learning of Languages which are popular at Key Stage 3 and 4, with most students sitting a GCSE at Key Stage 4. French and German are well established in the curriculum.

The Department has excellent facilities in a suite of classrooms in our new teaching block which has recently opened.

Various trips are run throughout the year including exchanges. The Department is forward looking and innovative.

We wish to recruit an assistant who will not only provide pupils with practice speaking and listening to the language they are learning but also support the department's teachers in providing high quality learning for pupils.

This part-time post would suit a fluent or native speaker who may have previously lived in a French and/or German speaking country and is now living in the Hassocks area. The assistant would be required to give speaking practice to GCSE students, as well as offering in class support and intervention.

There are 8 hours assistant time per fortnight for each Language giving a total of 16 hours. Whilst we would prefer someone who offers both languages, we would be happy to appoint two people who are only able to offer one Language to do 8 hours each for each of the two languages.

The Assistant(s) will need to be flexible in their availability. We need the assistant to be available when the pupils are timetabled for their Languages Lessons. We have a fortnightly timetable, which may mean the timetable in the first week is different from the second week and so there are more hours required in one week than the other and at different times.

Applications

Applications should be made on a West Sussex Application form for teaching posts which can be downloaded from the School website under "Information – Vacancies". Applications should be addressed to Mr Mark Wignall, Headteacher and be emailed to our HR Officer: mhill@downlands.org

Visits prior to application are welcomed and encouraged. Applicants who are short listed for interview should be aware that references will be taken up before the interview.

Please note that, because of the nature of this job, if you are successful in your application, you will be subject to a criminal record check from the Disclosure and Barring Service. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Please let us know if you subscribe to the DBS Update Service. The job will be offered subject to satisfactory references, criminal record and health checks.

A copy of the staff dress code can be found on the school website.

The start date is "as soon as possible."

The **closing date** for applications is midday on **Friday 15th February**. Interviews are likely to be w/c 25th February. If you have not heard from us by 25th February, you should assume that you have not been successful on this occasion.

All communication will be by email or telephone. All questions about the post and the application, selection and appointment process should be directed to our HR Officer, Mark Hill. Email: mhill@downlands.org or telephone 01273 845 892 Ext 269 or direct line 01273 847734.

Thank you for your interest in the post.