



St George's Academy

“Aiming high to achieve excellence for all”

FOREIGN LANGUAGE LEARNING SUPPORT ASSISTANT – GERMAN Job Description

Salary:	NJC Scale 3
Hours:	Up to 12 hours per week
Contract type:	Fixed term for one year in the first instance
Responsible to:	Head of German

PURPOSE OF JOB

To work with students to improve their confidence with foreign languages and increase their cultural awareness. To provide support to the Head of German across a range of child-centred activities to promote child development and learning across all year groups.

MAIN RESPONSIBILITIES, TASKS AND DUTIES

All responsibilities, tasks and duties to be carried out in line with Academy guidelines and policies.

School Related:

- Act in accordance with Academy policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
- Assist with the planning and preparation of activities and in the delivery of local and national initiatives, e.g. literacy and numeracy strategy.
- Participate in the preparation of the classroom.
- Monitor children's needs and report these to a designated person.
- Keep records as required by the Academy.

Child Related:

- Work with individuals and/or small groups of students to improve students' German communication skills (in particular oral skills) and develop their knowledge of a different society and culture.
- Support students' conversation practice.
- Lead activities independently with small groups of individuals under the supervision of the teacher.
- Promote development and learning (physical, emotional, educational and social). Foster growth, self-esteem and independence, observe and record development.
- Support those with special needs.

GENERAL

- To be responsible for personal continued professional development and take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

- To adhere to Health and Safety Regulations
- To keep confidential any issues related to St George's Academy which are deemed confidential
- To participate in appropriate meetings
- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- To make a positive contribution to the wider life and ethos of the school
- To uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- To have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- To support equal opportunities and promote anti-discriminatory practice

It is important to recognise that any job description outlines only the minimum expectations of the post-holder and should not constrain any colleague wishing to take on additional responsibilities and activities that could positively affect their own, their team's or the school's development and improvement. All members of staff must be prepared to work flexibly, undertaking aspects of colleagues' work of a similar or lower level of complexity, in order to ensure:

- **Cover of the school's needs throughout the day**
- **Appropriate cover for colleagues when absent for any reason**

All Academy staff have a responsibility to safeguard and promote the welfare of children and young people within the Academy. This includes helping to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

All Academy Staff are expected to make themselves familiar of the Academy Policies and Procedures and to adhere to these. These can all be found on the Academy X Drive.

This job description may be amended from time to time in discussion with the post holder

PERSON SPECIFICATION

FORGEIGN LANGUAGE LEARNING SUPPORT ASSISTANT – GERMAN

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
1. EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with or caring for young people • Experience of working with families/carers 	<ul style="list-style-type: none"> • Experience of working in a school environment • Experience of working with children with Special Educational Needs • Experience of working with outside agencies and professionals 	<p>Application/Interview</p> <p>Application/Interview</p>
2. KNOWLEDGE	<ul style="list-style-type: none"> • Fluent speaker and scribe of German to native level • Good knowledge of the grammar and structure of the German language. • Good general standard of literacy and numeracy • Computer Literate with an understanding of using basic Databases, Microsoft word and excel • Understand the importance of safeguarding within a school environment • Knowledge of data protection and confidentiality procedures 	<ul style="list-style-type: none"> • Understanding of the principles of child development and learning processes • Knowledge or working practice in the education sector • Knowledge of using ICT to support learning • Knowledge and understanding of the school/national curriculum 	<p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>
3. SKILLS AND APTITUDES	<ul style="list-style-type: none"> • An ability to work with accuracy when recording, sharing or reporting information • Have the ability to work calmly under pressure and to adapt quickly and effectively to changing circumstances • An ability to communicate effectively, demonstrating empathy, listening and 	<ul style="list-style-type: none"> • Ability to find creative and imaginative solutions to problems 	<p>Interview</p> <p>Interview</p> <p>Interview</p>

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
	<p>interpersonal skills when dealing with, students, parents and multi agencies</p> <ul style="list-style-type: none"> • Ability to overcome communication barriers with children and adults • An ability to use own initiative, work independently • Demonstrate a positive solution focused approach to resolve routine problems independently • Good interpersonal and communication skills (both oral and written) with the ability to relate to all levels of staff • An ability to work effectively with individual students or small groups and forge good relationships with them • Flexible with effective time management skills 		<p>Interview</p> <p>Interview Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
4. QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Educated to GCSE (grade 4 or above, A* to C) level or equivalent including Maths and English • Evidence of continuing professional development 	<ul style="list-style-type: none"> • Graduate of the subject or a closely related discipline • Basic knowledge of First Aid and understanding of school policies and procedures • NVQ Level 2 in learning support, or equivalent qualification or experience in a relevant discipline for working with young people aged between 11-19 	<p>Application form</p> <p>Application form</p>

