



## JOB DESCRIPTION

<b>Job Title:</b>	Language Assistant (German)	<b>Department:</b>	German
<b>Hours of Work:</b>	16 hours per week in the department and 16 hours per week residential cover		
<b>Responsible To:</b>	Head of German	<b>Responsible For:</b>	N/A

### **Summary of Role:**

To assist the students with their speaking skills & to assist the department with administrative tasks and provide residential cover.

### **German Department Duties:**

#### **Weekdays – during school hours**

16 hours per week are spent helping out in the German department – the Head of Department will organise individual timetables and discuss duties and responsibilities. These include:

- To prepare and carry out conversation lessons with KS3, Year 8,9,10, 11, Lower 6<sup>th</sup> & Upper 6<sup>th</sup> and to help out the teacher in mixed ability classes. It is the responsibility of the Assistant to keep record of student's attendance and performance, for each lesson.
- Support the Bilingual Students - either taken out of their normal German lessons or outside the timetabled lesson if needed.
- Support in the Department and the Students:
  - Organisation and upkeep of the department's display boards.
  - Research for individual students supporting their topic work for oral exam.
  - Helping with exams and exam procedure, especially Public Exams.
  - Helping with Department's documentation.
  - Photocopying for End of Unit test or students' learning material.
  - Helping with the keeping and development of the department's resource materials for A Level and GCSE.
  - Helping with the production of the Department's ICT material and visual aids from Years 7 to Upper Sixth.
- To accompany Woldingham students on school trips especially German Christmas market in November and German exchange in June.
- The assistant is expected to meet the Head of Department (HOD) once a week to talk about what shall be completed within the next week with classes and what administrative work needs to be done.
- Help during the Open day.

### **Residential Duties:**

32 per hours a fortnight are spent working in the boarding houses, supporting our residential team. You will be working across different age groups from Year 7 (aged 11) to 13 (aged 18).

## **Weekdays**

You will work two evenings a week plus alternate Fridays, from 7-10.30pm, helping to look after our Boarders. This includes supervision with study (homework), snack time, taking in electronics for overnight storage and bedtime routine in the year areas and in the dormitories, as well as any other duties (e.g. administration) which the Head of Year/Housemistress may request.

## **Weekends**

Assistants work on alternate weekends. If it is your weekend **on** duty, you must stay on site, even if you are not required in the Year area. We may need to call on you in case of emergency. Your weekend off duty, you are free from 6.00pm Friday until midnight on Sunday.

You can expect a typical weekend to include:

- Assist with Friday Fun (activity such as cupcake decorating, craft)
- Supervise study
- Assist with admin tasks in the year area
- Run an activity with the girls such as watching movie or going for a walk
- Ensuring the year area is tidy
- Help supervise the year area and be a presence in the year office
- Assist with the regular evening routine, including snacks, electronics and bedtime
- Where needed assist with trips offsite, e.g. iceskating, shopping

## **Escorts**

There may be occasions when you are asked to accompany a student to a medical or dental appointment as part of your residential duties. This could be at any time when you are on duty.

## **Duty at the beginning and end of each term**

Assistants must return to school on the evening prior to the Staff Conference Days at the start of term in order to participate in Residential Meetings.

At the end of each term, school finishes at 11.00am. Assistants are expected to remain in school until early evening in order to assist residential staff to tidy and clear Year areas.

Assistants are expected to work from 12noon on a half term and 8:30am on a full term.

## **Time Off**

- One day each week – 24 hours
- One evening each week, from 4.30pm until midnight.
- Alternate weekends from 6.00pm on Friday until midnight on Sunday

## **Conditions**

All meals are provided free during term time and accommodation at a charge of £44.00 per week. Your accommodation consists of an individual room within the main boarding house with living room/kitchen/bathroom facilities shared with the other Language Assistants and Graduates.

## PERSON SPECIFICATION

Essential	Desirable
<b>Operational Excellence</b>	
<ul style="list-style-type: none"> <li>• Create a happy, challenging and effective learning environment.</li> <li>• Use effective strategies to monitor motivation and progress / Provide feedback in relation to progress and achievement</li> <li>• Have high expectations for all pupils providing clear structures for lessons maintaining pace, motivation and challenge</li> <li>• Provide feedback to pupils in relation to progress and achievement under the guidance</li> <li>• Confident in using ICT for a range of purposes</li> <li>• Support pupils consistently whilst recognising and responding to their individual needs.</li> <li>• Promote the inclusion and acceptance of all pupils. Encourage pupils to interact with others and engage in activities led by the teacher.</li> <li>• Liaise with the head of department and the rest of the teachers, to support achievement and progress of pupils.</li> <li>• Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the principles of good classroom management.</li> <li>• Promote independence and employ strategies to recognise and reward achievement.</li> <li>• Ability to challenge and support all pupils to do their best.</li> </ul>
<b>Teamwork and Communication</b>	
<ul style="list-style-type: none"> <li>• Communicate effectively (both orally and in writing).</li> <li>• Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit</li> <li>• Ability to work independently and as part of a team</li> <li>• Acting as a role model and setting high expectations.</li> <li>• Sensitivity to the needs of others</li> <li>• Enthusiasm, commitment and energy.</li> <li>• Good organisational and interpersonal skills.</li> <li>• Openness and willingness to address and discuss relevant issues</li> <li>• Develop good personal relationships within the team.</li> <li>• Ability to work constructively as part of a team. Flexibility.</li> <li>• Establish constructive relationships with pupils and interact with them according to individual needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to motivate others.</li> </ul>

<b>Ethos and Whole School Values</b>	
<ul style="list-style-type: none"> <li>• Able to operate at the heart of the school community</li> <li>• Committed to the Sacred Heart Values</li> <li>• Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to contribute to whole school initiatives, and support school improvement programmes</li> <li>• Set challenging and demanding expectations and promote self-esteem and independence</li> </ul>
<b>Safeguarding and Pastoral</b>	
<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children and young people.</li> <li>• A satisfactory Enhanced Disclosure from the DBS.</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.</li> <li>• Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.</li> </ul>