

Job Description

Job title: Foreign Language Assistant

Reports to: Head of Department - MFL

Location: Leigh Academy Minster

To support the wider teaching team, ensuring that students are exposed to a high quality of spoken and written language.

Main objectives

1. Depending on teachers and the age of pupils, assistants may be asked to:
 - Work with teachers in the classroom
 - Work on their own with small groups of pupils
 - Make recordings in their own language that the school can use as an example of native-speaker speech
 - Introduce and contribute to group discussions and role plays in their own language
 - Work on specific topics with small groups of older students
 - Contribute to cross-curricular work in collaboration with other subject areas
 - Help set up links with schools in their home country
 - Contribute to an international project
2. To support all other departmental events as appropriate.
3. To liaise with other departments, outside agencies, etc as and when required and carry out such other work as may be appropriate to the role.
4. To participate in activities and events as required by the Academies Development Plan this job description sets out the duties of the post at the time it was drawn up.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.