



OLDFIELD SCHOOL

Job Description

Position:	Foreign language Assistant
Responsible To:	MFL Leader of Learning
Grade:	One day a week, Term time only until May 2023 £14.17 per hour
Disclosure Level:	Enhanced DBS

Core purpose of the post:

- To provide high quality speaking focussed sessions with A-level Spanish students.

Duties and responsibilities attached to this post are as follows:

Core Responsibilities

- Support A-level pupils in tailored sessions to help increase their spoken confidence and prepare them for their speaking exams in May in collaboration with the class teachers
- Prepare some materials for each session as required
- Liaise regularly with teachers, providing them with attendance registers and progress reports and notifying staff of any issues
- Take an active interest in the progress of the pupils you work with
- Give detailed and meaningful feedback on pupil performance where appropriate to do so
- Be familiar with exam board specifications and mark schemes for public exams and follow departmental schemes of work

Special Notes and Conditions

The nature of the work necessitates strict confidentiality, no information obtained during or after working hours should be discussed other than with relevant staff.

Oldfield School is committed to safeguarding and promoting the welfare of children and young people and the successful candidate must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure and Baring Service (DBS) check.