



COLLYER'S JOB DESCRIPTION

subject to the current agreed terms and conditions
of employment as set out in the college staff manual



INVESTOR IN PEOPLE

Job Title: **FOREIGN LANGUAGE ASSISTANT**

Job Purpose: **To assist the Subject Leader**

- 1 To work with students in improving oral language skills and to support their learning of aural and written language skills**
- 2 To assist with the organisation of resources in the subject area**

Accountable to: **Subject Leader**

Key Responsibilities and Key Tasks:

- 1 Support department staff in maximising student achievement**
 - a Plan and prepare, in consultation with the Subject Leader, conversation lessons according to timetable requirements and agreed schemes of work
 - b In consultation with the Subject Leader, provide a variety and relevant range of learning activities conducive to improving each student's speaking ability
 - c Provide written feedback for Subject Leader on a regular basis on progress of each student
 - d Assist Subject Leader with preparation of Oral examinations and examination materials
 - e Carry out other appropriate Language Assistant duties as directed by the Subject Leader
- 2 Organisation and administration**
 - a Use the college electronic registration system to register and monitor student attendance in conversation groups
 - b Understand and know how to access all materials on the college subject vle
 - c Take care of work areas and use them effectively
 - d Uphold college code of conduct with students taught