

Job Description

Post:	Language Assistant
Department:	Modern Languages
Responsible to:	Head of department
Hours	Approximately 6 hours per week Term time
Working closely with	All staff and Students

Key Purpose:

We are looking for a native-level Japanese speaker who will be able to share their passion for their language and culture with our pupils, with the aim of improving their spoken Japanese and cultural awareness. To support the aims and objectives of the College as detailed in the College's Statement of Purpose, Values and Vision.

Duties and Areas of Responsibility:

Main Duties	
1	Using a variety of resources, prepare well-planned conversation classes for students in small groups, pairs or individually
2	Liaise with the Japanese teacher to ensure that what is covered is course appropriate
3	Support Upper 6 th students with individual research projects
4	Assist class teachers in delivering speaking activities to whole classes
5	Keep records of attendance for conversation classes and liaise closely with the Head of subject to follow up absence
6	Keep a record of the work covered by the student linguists and provide verbal and written feedback for students and teachers when required
7	Conduct and mark internal speaking examinations in both year groups
8	Assist teachers in the preparation of resources and provide guidance on authentic use of the language
Other	
Any other responsibilities appropriate to the position.	

The duties are indicative of the requirements of the post. It is college policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate.

The above job description was agreed as detailed below:

Name of the Post holder:	
Sign:	Date:
Name of Line Manager:	
Sign:	Date: