

Person Specification

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

E = Essential **D = Desirable**

Please ensure that in your application you clearly show how you meet **each item** on the Person Specification. In a situation where the College receives a high volume of applications, the desirable criteria may be used for short-listing purposes.

	E	D	Method of Assessment
Skills & Abilities			
Excellent subject knowledge – a native-level speaker of Japanese with knowledge of, and interest in, Japanese current affairs and contemporary culture	✓		Application and Interview
Good interpersonal skills in order to be able to interact with young people and encourage them to speak	✓		Application and Interview
The ability to use a variety of approaches and to adapt their methods to pupils of different abilities	✓		Application and Interview
Good organisational skills	✓		
An ability to work closely with the teacher in charge of Japanese to ensure maximum progress for pupils	✓		Application and Interview
The ability to work as part of a team	✓		Application and Interview
A flexible and enthusiastic attitude	✓		Application and Interview
Personal Qualities			
Good communicator	✓		Application and Interview
Flexible attitude to work	✓		Application and Interview