



Sidcot School

Job Description and Person Specification

German Language Assistant (Part Time: approximately 6-8 periods, 50-min teaching periods/week)

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title	German Language Assistant
Summary of the role	To implement and deliver high quality speaking practice to students which provides them with the opportunity to achieve their individual potential whilst guaranteeing internal and external quality standards.
Line management responsibility	N/A

Duties and Responsibilities

Teaching	<ul style="list-style-type: none"> • Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact. • To collaborate with colleagues in the Languages Faculty • To plan and deliver consistently high-quality German speaking lessons linked to the GCSE, A-Level and IB courses in German. • To liaise with the French and Spanish Assistant with regards resources, activities and to observe one another's lesson once throughout the year • Work with colleagues in the Languages Faculty to promote the stretch and challenge of all students, including the most able, and to support the weaker students. • Ensure a high-quality learning experience for students which meets internal and external quality standards. • Assist with the moderation of student's work and the process of conducting exams
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	<ul style="list-style-type: none"> • Prepare and update subject materials to include up to date authentic materials • Maintain discipline in accordance with the School's procedures and encourage good practice with regard to punctuality, behaviour, standards of work and homework. • Ensure the health and safety of students and undertake risk assessments as appropriate.
Communication	<ul style="list-style-type: none"> • Communicate effectively with students about lessons • Communicate effectively with teachers about subjects to focus on
Operational and strategic planning	<ul style="list-style-type: none"> • Plan and prepare courses and lessons. • Work with colleagues to ensure that the curriculum area provides a range of teaching which complements the School's strategic objectives. • Assist colleagues in the process of curriculum development and change.
Staff Development	<ul style="list-style-type: none"> • Participate in the School's further training and professional development. • Continue personal development in relevant areas including subject knowledge and teaching methods. • Engage actively in the School's performance management process.
Line management duties and responsibilities	N/A
Remuneration	Remuneration (subject to annual pay review) is dependent on the total number of periods taught per week but will range from £4,260 pa for 6 periods/week to £5,680.10 pa for 8 periods/week. The children of staff may be educated in Sidcot Junior School and Sidcot School at reduced rates, subject to satisfying our standard Admissions criteria.

Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> • Graduate in a relevant discipline 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> • Qualified Teacher Status • Other professional qualifications as relevant to the post 	<ul style="list-style-type: none"> • Applicant's certificates • Discussion at interview • Independent verification of qualifications
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> • Experience of working as a German language assistant, either in post or during training 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> • Experience of working as a Spanish language assistant, either in post or during training • Experience of the pastoral care of students • Experience of leading students in extra-curricular activities 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references

<p>Skills</p>	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Good communication skills • Able to work well in a team • Highly organised and motivated • Good motivator and able to generate enthusiasm for their subject • Able and willing to meet deadlines and targets set by managers • Ability to apply ICT in order to enhance teaching and learning 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p>	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
<p>Knowledge</p>	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Native speaker level in German • Knowledge of effective teaching strategies and pedagogy eg. AfL 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Native speaker level in Spanish • Other relevant training, for example in safeguarding, careers education, etc • Knowledge of the IB Language A German course 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references

<p>Personal competencies and qualities</p>	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • Strong interpersonal skills and self-awareness adapting to situations with particular reference to children • Appreciation and understanding of the core Quaker values of peace, truth, integrity and equality • Emotional resilience in working with challenging behaviours • Positive attitude to use of authority and maintaining discipline • A willingness to engage fully in the extra-curricular life of the School • A willingness to collaborate on projects, departmentally and whole school 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Extra-curricular interests and a willingness to share them 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
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