

TONBRIDGE GRAMMAR SCHOOL JOB PROFILE

Job Title:	Language Support Assistant
Job Holder:	TBC
Line Managed By:	Subject Leader Languages
Date:	1 September 2024 – 31 August 2025
Salary Range:	TGS Support Staff Scale 5, point 20, £28,253
Hours:	12 hours per week. Term time only.
Job Purpose	
To support the Languages Team in delivering the languages curriculum within the School. To support the Languages Team Development Plan for recovery following COVID-19, focusing on speaking skills.	
Key Areas of Impact:	
<ul style="list-style-type: none">• Run invention sessions with targeted subgroups across the School.• Develop students' language skills focusing on developing confidence when speaking.• Prepare students taking public examinations for the speaking and listening assessments.• Develop enrichment activities for students.• Support and prepare resources for Languages Week.• Contribute to the Internationalism ethos across the School.• Support Languages teachers in creating learning resources.• Provide assistance to the Languages Leader and Assistant Languages Leaders as reasonably required.	
Additional Duties:	
<ul style="list-style-type: none">• To play a part in the life of the school community including supervisory duties.• To actively promote adherence to school policies and ethos.	
Knowledge & Skills:	
Language Support Assistants should develop a knowledge and understanding of:	
<ul style="list-style-type: none">• Unit plans for language(s) taught and examination specifications.• Principles and practices in relation to managing learning and teaching.• Knowledge and understanding of IBDP and IBMYP philosophy.• Knowledge and understanding of school policy and Languages policy.• The appropriate application of digital technology, literacy and numeracy to support teaching and wider professional activities.• Health and safety issues as they relate to their particular subject area(s).	

Personal Qualities:

Self awareness
Emotional self awareness
Accurate self assessment

Social Awareness
Empathy
Organisational awareness
Forward thinking
Service awareness

Self management
Emotional self-control
Achievement orientation
Initiative
Optimism

Relationship management
Developing others
Influence
Conflict management
Team work and collaboration

Additional Notes:

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed by Post holder.....

Signed by Head Teacher.....