



Modern Foreign Languages Assistant - Italian

Job Purpose

The assistant will focus on the preparation of candidates for public examination orals at IB and GCSE.

Hours

Part-time 0.10 FTE, 3.67 hours per week, term-time only. Specific hours to be coordinated with the Head of Italian.

Report to

Head of Italian

Department

Modern Foreign Languages

Key Responsibilities & Accountabilities

- Work with GCSE pupils in small groups, preparing them for the oral tests and examinations. This includes: developing conversational Italian; testing topic vocabulary on a weekly basis; helping to structure their general conversation answers; ensuring pupils understand how to prepare a picture-based task as well as a role-play task.
- Prepare individual IB candidates for the individual oral tests and examinations.
- Ensure that pupils are updated with domestic and global current affairs and use authentic stimulus material related to a wide range of social, political and economic issues in Italy, Europe and beyond. It is also important for pupils to learn about cultural issues and to compare and contrast other cultures using the Italian language.
- Follow the Schemes of Work provided and be familiar with the vocabulary in the textbooks and resources used by the department.
- Liaise and communicate with the subject teachers and Head of Department on a regular basis, thus enabling regular dialogues in order to ascertain the current oral requirements of the individual subject teachers, as well as to update the teachers of current progress and future needs.
- Able to coordinate the conversation class timetable.
- Keep accurate records of attendance at all sessions and inform the Head of Department immediately of any absentees or late arrivals to a timetabled oral lesson.
- Flexibility to restructure the timetable, if necessary, as the examination period approaches, in order to furnish candidates with the best possible examination preparation.
- Continue to teach and undertake administrative tasks until the end of the academic year, after the public examinations. This is at the Head of Department's discretion, either taking lower age groups or assisting in the preparation of material for future development and use.
- File documents and papers as well as ensure the Google Drive is adequately resourced.

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- Re-arrange conversation classes and/or be of general assistance around the department in periods when pupils are off timetable for examinations, field days, trips or any other reason.
- Attend related training in order to acquire a better understanding of the academic work with the pupils.
- Attend department meetings and Insets.

Personal Specification

- The assistant will need a clear understanding of the GCSE and IB specifications, in particular with regards to the oral component of the public examinations, including key grammar structures and vocabulary.
- Be able to demonstrate a commitment to the success of every pupil studying at the school, providing specific feedback and areas for improvement on students' spoken Italian.
- Excellent communication skills.
- Have a good understanding of current thinking and of likely future developments in the subject area, and to be aware of its wider relevance across the curriculum.
- The successful candidate will be someone who understands the value of a good-humoured and ethical approach to working with others, knowing that the culture we embody is the one we create.

Safeguarding

In essence, Operational staff are the “eyes and ears” of the school and play a crucial role in early detection and should ensure that concerns are passed on to the appropriate person immediately.

Awareness and Vigilance:

- Being aware of and alert to signs and indicators of abuse, neglect, or other safeguarding concerns.
- Understanding that children may disclose concerns to any trusted adult, not just teachers.
- Remaining vigilant in all areas of the school, including corridors, playgrounds, and communal areas.

Reporting Concerns:

- Knowing the school's safeguarding policies and procedures for reporting concerns.
- Understanding the importance of reporting any concerns, no matter how small, to the designated safeguarding lead (DSL) or another appropriate person.
- Recognising that we all have a part to play in safeguarding children.

Creating a Safe Environment:

- Contributing to a positive and supportive school environment where children feel safe and listened to.
- Maintaining professional boundaries with students at all times.

To find out more about this role please contact recruitment@brentwood.essex.sch.uk, who will put you in touch with the Head of Italian, Cristina Amato

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