



Haberdashers' Boys' School

Job Description

RUSSIAN LANGUAGE ASSISTANT

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.

Role: Russian Language Assistant

Reporting to: Head of Modern Languages

Overview: All Language Assistants should make a positive contribution to good practice in the school by generating enthusiasm for the work in their department, building good relationships with colleagues and pupils, and by encouraging and establishing high standards in the teaching and learning of their subject area.

Hours: This is a term time only role, 9.15am to 1.45pm on Fridays.

Role will include but not be limited to the following duties:

Key Requirements:

- Promoting and safeguarding the welfare of children and young people for whom you are responsible and with whom you come into contact
- Provide intensive 1:1 speaking practice for pupils between 14 and 18 years of age.
- Support a lunchtime Russian Club for Year 8 pupils (12 to 13 years of age)
- Organising and rearranging the timing of lessons according to pupil availability and the Language Assistant's availability.
- Liaising with pupils, tutors, housemaster/mistresses and the Head of MFL in case of pupil absence.
- Keep accurate records of achievement and attendance of all pupils.
- Attend departmental meetings and cover lessons as requested by the Head of MFL.
- Prepare teaching materials and resources from various sources (Internet, TV etc.).
- Set and mark internal speaking examinations (as required).
- Assistance with general departmental administration (as required).
- Showing willingness to share ideas and contribute to departmental resources.
- Adopt a professional approach to teaching, mirroring behaviour expected of pupils.

Person Specification

Essential:

- Fluency in Russian
- A reasonable knowledge of English

- Ability to use a wide range of skills to communicate effectively and appropriately with pupils, staff and parents
- Ability to maintain a culture of mutual respect with pupils, in accordance with the ethos of the school
- Demonstrate a high degree of organisation and initiative
- An enjoyment in working with children
- Reliable, punctual, motivated to deliver the highest standards in education
- Proactive and hard working
- Willingness to share ideas and contribute to Departmental Resources
- Willingness to be involved in the activities of the school, such as school trips
- Flexible, able to work additional hours/days if required

Desirable:

- Native speaker or equivalent proficiency, (C1 Advanced or Above)
- Previous experience in education
- Previous teaching experience