

THE PALMER CATHOLIC ACADEMY

Part of The Good Shepherd Catholic Trust



JOB DESCRIPTION

POST: Arabic Foreign Language Assistant

SALARY: £18.40 per hour plus holiday pay

HOURS: Flexible hours – Term time only

REPORTS TO: Head of MFL/Lead Arabic Teacher

Key Responsibilities:

Language Support:

- Conduct small group or one-to-one speaking sessions to improve students' oral proficiency.
- Assist in preparing students for oral examinations, including GCSE
- Provide tailored support to students with varying levels of language ability.

Classroom Assistance:

- Collaborate with language teachers to deliver engaging lessons and activities.
- Support classroom management during group activities and discussions.
- Introduce authentic materials (videos, articles, songs) to enhance learning.

Cultural Enrichment:

- Share insights into the culture, traditions, and current affairs of the target language country.
- Organize cultural events, workshops, and language clubs to foster student interest.
- Promote international awareness and cross-cultural understanding within the school community.

Resource Development:

- Assist in creating teaching materials, including visual aids, role-plays, and authentic resources.
- Support with marking and providing constructive feedback, especially for speaking tasks.

Administrative Support:

- Maintain records of student progress in speaking and listening activities.
- Contribute to planning meetings with language teachers to discuss strategies and student development.

General

- Contribute to the overall ethos/aims of the academy.
- The post holder is required to be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- The post holder has a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.
- This post requires the post holder to undertake an Enhanced DBS check.

This job description may be amended at any time in consultation with the post holder.

ARABIC FOREIGN LANGUAGE ASSISTANT – PERSON SPECIFICATION

Criteria	
Knowledge, Understanding and Experience	• Fluent in Modern Standard Arabic • Passion for language teaching and cultural exchange. • Previous experience in language teaching or tutoring. • Knowledge of the host country's education system and curriculum.
Qualifications and Training	• Very good numeracy and literacy skills
Skills and Abilities	• Strong communication and interpersonal skills. • Ability to engage and motivate young learners. • Ability to communicate clearly and explain information • Ability to understand the aims, content, teaching strategies and intended outcomes for the lessons • Basic IT skills for creating digital resources. • Ability to promote and support the inclusion of all students in the learning activities in which they are involved
Personal Qualities and Attributes	• Displays sensitivity to students • Maintains confidentiality • Ability to identify own training needs and willingness to participate in training and development opportunities • Comply with the academy's commitment to the protection and safeguarding of children • Work effectively as part of a team