Members of Staff at Trinity Grammar School, Kew are expected to support and extend the school’s ethos and culture, foster in their students the enjoyment of learning, provide opportunities for them to participate in the wider life of the school and personal excellence and inspire a broad world outlook. Staff should also be prepared to continue professional development and/or further education throughout their career.

Reports to

Head of LOTE (Day to Day)
Business Manager

Major Duties

- Provide in class and one to one or small groups or pair support of students
- Liaise with subject teachers
- Preparation time for development of support material
- Other duties as determined by the Head of LOTE e.g. helping out with excursions
- Participation in professional development as considered appropriate by the School

Performance Criteria

- Timely completion of tasks
- Presentation and attire is in line with expectations and standards of an independent school
- Assists with and promotes the development of positive relationships with students
- Assists with the promotion of the language
- Collaborative and flexible member of the LOTE Faculty

Skills Required

- Excellent communication skills with students and staff
- Effective organisational skills
- Collaborative and flexible member of the LOTE Faculty
- Approaches tasks in a creative and flexible manner
- Confident using ICT for language and cultural purposes

Knowledge required

- Native language competency
- Proficient in English
- School procedures
- Record keeping
- Structure of a School
- Microsoft Office and other general applications
- Has an up-to-date knowledge of contemporary and popular culture as well as of current affairs in country where target language is spoken
Attributes required for the various positions

- An ability to communicate effectively with students and other staff
- An ability to work without supervision
- To have effective skills in written and oral communication in target language
- Adaptable in times of change
- Computer skills an advantage
- Demonstrate the ability to work as a team member
- An ability to maintain confidentiality
- A caring and flexible attitude towards students
- Willingness to accept responsibility
- To have a co-operative and flexible attitude towards the delivery of the educational programs.
- Recognise the importance of professional integrity and ethical behaviour
- Ability to operate under pressure
- Patience and tactfulness
- Attention to detail
- Proactive approach to problem solving
- An excellent sense of humour

Qualifications

A post-secondary school qualification and/or a teaching background will be highly regarded.