JOB DESCRIPTION: German Language Assistant

The German language assistant at Tanglin Trust School is a highly valued member of the Modern Foreign Languages Department.

Their primary role is to encourage the development of pupils’ oral competence with particular reference to the speaking tests at GCSE and IB Level.

Specific duties include:

- Become familiar with the courses their students are undertaking (GCSE/IB).
- Encouraging students to **speak** and to develop appropriate ways of expressing themselves, skill which will be rewarded in the oral exams (in line with the course expectations).
- Examination-focused conversation and language classes.
- Recording the performance of pupils in speaking skills.
- Assisting in the assessment of speaking.

In addition, the assistant is often invited to contribute to:

- Recordings for listening exercises.
- Classroom activities as required by the teachers and involving any year group.
- Assist faculty staff with administrative tasks when required.

**Management**
The line manager is the Head of the Modern Languages Faculty in conversation with the German Teacher.

**Hours of Work and Pay**

The maximum teaching load is **4** hours per week, paid at an hourly rate of $45. The assistant will be required until May 2018. If a candidate has prior teaching experience we can also offer one hour a week of German Mother Tongue teaching at a rate around $90. This Mother Tongue class would be given to a small group of semi-native students with a focus on improving their ability in all skills at a very advanced level.