

**Mandarin Language Assistant
Position Description**

Responsible to: Head of Department, Languages

Key Responsibilities:

This is based on educational support work that the student is engaged with in class and will be guided by the classroom teacher.

- Deliver Mandarin lessons to language students from Primary through to Junior College.
- Teaching students individually and in small groups out of the regular classroom and assist students in normal classroom settings.
- Design, prepare, assign, and assess both classroom tasks as well as homework for first language students.
- Collect, collate, summarise and report assessment data of first language Primary students to Mandarin Language teachers and students.
- Research and source teaching and learning resources for the programme.
- Provide assistance with planning and designing– schemes of work, overviews, unit plans and lesson plans. At times, this may involve working with other subject teachers as well.
- Resources –
 - Identify, review and select both digital and non-digital resources.
 - Design and create non-digital resources.

Expected Outcomes

- Student is happy, safe and feels able to learn.
- Assist with the development of an integrated language programme to include regional cultural practices in China.