



JOB DESCRIPTION

Job Title: Casual Interpreter
Level: Grade 6, SCP15 - SCP22
Responsible to: EAL Coordinator / Exams and Data Manager

Key Purpose:

- Under the direction/instruction of teaching EAL Coordinators and/or senior staff, provide interpretation and translation to pupils and parents whose first language is not English.
- Under the direction/instruction of the teaching EAL Coordinators, support pupil's preparation for qualifications in their own language.
- Under the direction of the Exams and Data Manager, conduct speaking tests with pupils who are sitting a qualification in their own first language.

Main Responsibilities

- To establish good working relationships with the school, the EAL Coordinator and pupils.
- To provide simultaneous interpretation to pupils and parents at planned school events delivered by school staff with access to the material in advance so preparations can be made.
- To provide simultaneous interpretation to pupils and parents in response to questions raised and answers provided.
- To translate documents and other information.
- Under the supervision of a teaching EAL Coordinator, work with small groups of pupils to support preparation for GCSE / IGCSE / GCE / IAL exams in pupils' first language and provide feedback to pupils and the teaching EAL Coordinators.
- Working with a teaching EAL Coordinator, provide assessment of practice papers for exams in pupils' first language.
- Under the direction of the Exams and Data Manager, and in compliance with JCQ regulations, prepare to deliver and conduct the speaking test for GCSE / IGCSE / GCE / IAL exams in pupils' first language.

Other Responsibilities

- To be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and climate for learning; and report all concerns to the appropriate person.
- To undertake other reasonable duties commensurate with the responsibility of the role as directed by the Principal.

PERSONAL SPECIFICATION

Attributes	Criteria	Essential / Desirable	How Identified
Experience	Experience of working in a school.	D	A
	Previous translation / interpretation experience.	D	A
Education & Training	EITHER Target Language is first language. OR Educated to Degree level in target language.	E	A
Knowledge	Working knowledge of relevant policies / codes of practice / legislation, such as Child Protection.	E	A / I
	Working knowledge of JCQ Instructions for Conducting Exams and Awarding Organisation specific Instructions for Conducting MFL Exams.	D	A / I
	Working knowledge of qualification specification in target language.	D	A / I
Skills	Excellent written and verbal communication.	E	I / R
	Excellent interpersonal skills.	E	I / R
Additional Factors	Good attendance and punctuality.	E	R
	Enthusiasm for working with young people.	E	A / I / R
	Empathy for and understanding of young people.	E	A / I / R
	Committed to inclusive education.	E	A / I / R
	Willingness to contribute to the wider life of the school.	D	A / I / R
	Reliability.	E	R
	Commitment to safeguarding.	E	I / R

Key:

E – Essential

D – Desirable

A – Application

I – Interview

R – References