

Modern Language Assistants – Connect Service Level Agreement (SLA)

Service available 2020-21

The provision of Connect Modern Language Assistants from 1 October to 31 May (35 weeks) is arranged in liaison with the British Council. This service supports the standard British Council MLA contract (a minimum of 12 hours a week); however, it also facilitates a local sharing arrangement for schools wanting an assistant for LESS than 12 hours a week.

This service includes:

- co-ordination of requests from schools (sharing or based in one school)
- liaison with the British Council to obtain MLA dossiers from the requested countries
- management of the sharing arrangements between schools
- training and support for MLAs
- advice on the production of suitable resources for the use of the MLA
- advice on good practice in the deployment of the MLA
- management of salaries (invoiced to schools).

Benefits of buying this service

- Opportunity for MLAs to attend a free three-session training course
- On-going support and advice
- A designated MLA specialist with:
 - Experience of MLA deployment and management in schools
 - Extensive experience of training and supporting Modern Foreign Language (MFL) teachers
 - An in-depth specialist subject knowledge

Connect responsibilities:

- To co-ordinate requests from schools and liaise with the British Council to obtain MLA dossiers from the relevant countries
- To manage the sharing arrangements between schools
- To ensure effective communication strategies in place between host and sharing schools
- To provide on-going administrative support (sending out initial letters / MLA handbook)
- To liaise with Barnet Finance over invoicing of schools
- To liaise with Barnet HR and Payroll over MLA salaries
- To monitor and oversee the role of the MLA Specialist
- To provide individual on-going guidance and support to schools and MLAs as needed
- To provide on-going quality assurance for the service
- To liaise with the British Council pre and during the MLAs employment period
- To advise schools on the effective deployment of the MLA
- To liaise with the British Council prior to the MLAs employment period
- To provide free training sessions for the MLAs delivered by a dedicated MFL specialist

School responsibilities:

If host school:

- To contact the MLA as soon as dossiers are received

- To request MLA arrives in advance of contract start date in order to find accommodation / open bank account / apply for National Insurance no. etc. (Connect will provide advice on this)
- To provide an offer letter and Statement of Employment for the MLA (template to be provided)
- To obtain DBS clearance for your assistant and provide evidence for sharing school's records
- To liaise with sharing school on timetable arrangements.

All schools:

- To ensure that the MLA has a regular room in which to work with small groups or, if this is not possible, that details of room availability are provided
- To ensure the MLA has a mentor from the MFL department and provided with a written assessment at the end of contract period
- To report any issues or problems to the host school and / or Connect if needed
- To ensure that the MLA is clear about his/her duties

***Please note – Assistants can work alone with groups of up to 15 pupils but should not take sole responsibility for whole classes.**

Charges

£31.35 per hour - CONNECT Standard or Enhanced members ... ☐ (tick as appropriate)
 £32.45 per hour - non-members ... ☐

We would like to join Connect (see membership information attached):

Standard ☐ Non-member charged at £32.45ph ☐
 Enhanced ☐

Costs are per Assistant per hour for 35 weeks employment period.
 Includes MLA salary and on-costs.

We are in agreement with the responsibilities as detailed above:

Name of School:

Name of Head teacher: _____

Head teacher Signature: _____ **Date:** _____

We are in agreement with the responsibilities as detailed above:

Connect Representative Name: _____

Connect Representative Signature: _____ **Date:** _____

(This document will be signed by Connect and sent back on receipt)