

Modern Language Assistants – NLSIN Service Level Agreement (SLA)

Service available 2016-17

The provision of Modern Language Assistants (MLAs) for Barnet schools is arranged in collaboration with the British Council. The normal MLA contract is for a minimum of 12 hours a week from **1st October to 31st May (35 weeks)** and the British Council are unable to provide dossiers for an individual school wanting **less** than 12 hours. Schools using this NLSIN service will however, have the **unique opportunity to participate in sharing arrangements with other local schools** enabling them to have an MLA for less than 12 hours or up to 18 hours per week.

This service includes:

- Co-ordination of requests from schools
- Liaison with the British Council to obtain MLA dossiers from the requested countries
- Liaison with British Council throughout duration of the MLA employment period
- Management of the sharing arrangements between schools
- Training and support for MLAs and host schools
- 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) and liaison with Barnet HR / Payroll
- Individual on-going guidance and support as needed

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

NLSIN 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 etc.)
- To liaise with Barnet HR and Payroll over invoicing of schools
- 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 at least 10 days before contract start date and provide guidance on arranging accommodation / opening bank account etc. (NLSIN 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 NLSIN if needed
- To ensure that the MLA is clear about his/her duties

Charges

£28 per hour per Assistant for 35 week employment period. This charge includes all 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:

NLSIN Representative Name: _____

NLSIN Representative Signature: _____ **Date:** _____