



French Language Assistant Application Pack

Application Forms

Furze Platt Road, Maidenhead, Berkshire SL6 7NQ

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Tel: 01628 625308 | Fax: 01628 782257

French Language Assistant To start as soon as possible

Permanent. Part time, 7 hours a week as Language Assistant, 1 hour a week administration. Days of work and start and finish times vary. Term time only
Actual salary £4,850 - £5,220 pa depending on experience

Furze Platt is a highly successful mixed comprehensive school serving the children of Maidenhead. At Furze Platt, 1400 students of all abilities develop the skills and qualities to enable them to excel in the future. We are a highly ambitious, high-achieving and fully inclusive school in which our students are challenged and supported to achieve excellence.

We offer a friendly and harmonious campus, and we support the physical and mental wellbeing of all our staff. Discounted membership is available for the use of a fully equipped and well-maintained gym on-site. All staff have access to an employee advice programme which offers information, resources and a counselling service. We reward long service and encourage community spirit and staff involvement through various social events including orienteering, murder mystery quizzes, sports after school and a Furze Platt fantasy football league. Tea and coffee are free, and freshly brewed coffee is available in the main staff room at break times with edible treats to help you through the week!

We are looking for someone to work alongside our Foreign Language Teachers and provide classroom support to KS3, KS4 and KS5 students with their French language work. You would also prepare for and conduct one-to-one sessions / small group work to help students prepare for their GCSE or A-Level French oral examination / undertake general intervention work as directed by class teachers. You would also have the opportunity to support teachers with marking for literacy and moderation, including students' essays and practise exam papers. An hour a week is available for administration which includes but is not limited to planning, filing and a small amount of data input. You would be supported by the Head of Modern Foreign Languages who would meet with you every other week.

If you are a native French speaker who is interested in French foreign affairs, literature, film and other topics and if you enjoy working with children and young people on a flexible and varied timetable, we would love to hear from you. The timetable for this role is set annually in accordance with requirements.

For further information about this role and in order to complete a **Support Staff Application Form** please refer to our school website www.furzeplatt.com. Application forms should be returned to Kiran.smith@furzeplatt.net. Only applications submitted on the school application form will be considered.

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. This post is subject to an enhanced disclosure via the Disclosure and Barring Service.

Closing date: ongoing
Suitable candidates will be interviewed upon receipt of application forms



French Speaking Foreign Language Assistant/Administrator

Job Description: French Speaking Foreign Language Assistant/Administrator

Line Manager:	Head of MFL
Main Purpose of Role:	To support MFL teaching staff in general Teaching Assistant duties and preparing students for their French verbal examinations at GCSE and A Level / intervention work. To provide administrative support to the Modern Foreign Language Department teaching staff.
Main Responsibilities: <ol style="list-style-type: none">1. Work with teachers to provide classroom support to KS3, KS4 and KS5 students with their French language work.2. Prepare for and conduct one-to-one / small group sessions with students to help them prepare for their GCSE and A Level French oral examinations.3. Support teachers with marking for literacy and moderation of written work / practise exam papers.4. Carry out other administrative tasks including but not limited to filing and data input.	
OTHER 1. This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.	
Name:	Signature:
Date:	

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

French Speaking Foreign Language Assistant/ Administrator

Person Specification: French Speaking Foreign Language Assistant/Administrator

	Essential	Desirable	How to be tested
Qualification criteria: <ol style="list-style-type: none"> 1. Native French speaker. 2. 5 GCSEs including English and Maths (or equivalent). 3. Eligible to work in the UK 	✓ ✓ ✓		Application form
Experience of: <ol style="list-style-type: none"> 1. Working with young people in an educational environment or other. 2. Preparing materials and documents. 		✓ ✓	Application form and interview
Behaviours, Skills and Strengths: <ol style="list-style-type: none"> 1. Good/excellent English written and verbal communication skills. 2. An interest in current affairs. 3. Good administrative skills with an attention to detail. 4. Able to work both independently and use own initiative, but also prepared to work effectively as part of a team. 5. Strong organisational and time-management skills and the ability to work under pressure and prioritise competing deadlines. 6. Able to maintain a high level of confidentiality at all times. 7. High levels of honesty and integrity. 	✓ ✓ ✓ ✓ ✓ ✓ ✓		Application form and interview
Other: <ol style="list-style-type: none"> 1. This post is subject to an enhanced DBS disclosure. 2. The post holder must be committed to safeguarding the welfare of children. 	✓ ✓		DBS Process References