

APPLICATION PACK

French Language Assistant

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Please refer to ALL the documents listed above prior to completing your Application Form



The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

About Priestley College

Priestley College's mission is to inspire, challenge and support young people to ensure they excel both in learning and in life.

As a founder member of The Challenge Academy Trust the College is part of TCAT's aim to deliver a cohesive education pathway from primary through to sixth form.

We are a friendly and inclusive college with a consistent record of high achievement, offering around 70 A-Level, Vocational and T-Level courses.

Priestley students have a consistent record of achieving a pass rate of 99% or better in A-Levels and each year around 30 A-Levels see a 100% success rate. Similar accolades are secured in Vocational subjects and in T-Levels.

The quality of education we provide in Science, Technology, Engineering and Maths was recognised when we became the first dedicated sixth form in the country to receive STEM-assured status.

Priestley was one of first colleges in the country to provide T-Levels and we also boast the UK's first dual rugby academy acknowledging the level of coaching received by both girls and boys.

There are now more than 2,000 students at Priestley who learn on a modern campus that we are constantly looking to improve. Priestley is not a college that stands still. All tutors and staff constantly look for ways to improve in order to make the biggest difference to the highest number of young people.



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About the Post and How to Apply

French Language Assistant

Responsible to: Curriculum Leader

Post Details: Permanent/ Part-time 2 days per week, approximately 15 hours per week. Hours to be reviewed annually based on student numbers. Term-time only, 38 weeks per academic year.

Start Date: September – dates TBC (subject to successful pre-employment checks including an Enhanced DBS check *or a check against the DBS Update Service if registered*)

Contractual Terms: NJC Terms and Conditions for Support Staff in Sixth Form Colleges

Salary: Point 10 on the Support Staff pay scale i.e. £25,276 FTE. Actual salary for 15 hours per week, 38 weeks per year would be £8,539.

Pension Scheme: Local Government Pension Scheme

Application Deadline: 12 noon Tuesday 25th June 2024

Interviews: It is anticipated that interviews will be held week commencing 1st July

How to Apply:

The application form is in word format and **should be downloaded to your pc and saved**, then completed electronically (CVs will not be accepted). It is important that you complete all relevant sections of the form accurately. If you require assistance in completing your application, or require information providing in a different format, please contact HR. You are reminded that providing false information is an offence and could result in your application being rejected or summary dismissal if you are later selected and possibly referred to the police.

Your application should be returned to hr@priestley.ac.uk or in hard copy format by hand, or posted to: **HR Department, Priestley College Loushers Lane, Warrington WA4 6RD**. Incomplete applications will not be accepted.

Safeguarding and Safer Recruitment in Education

The College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, governors and volunteers to share this commitment. Our Safeguarding Policy and our DBS and Ex-Offenders Policy (incorporating our Policy Statement on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information) can be accessed on the link to our website, as given above.

As an organisation using the DBS (Disclosure and Barring Service) to help assess the suitability of applicants for positions of trust, Priestley College complies fully with the DBS Code of Practice. For information relating to the DBS please visit www.gov.uk/government/organisations/disclosure-and-barring-service/about and for information relating to the DBS Update Service visit www.gov.uk/dbs-update-service We also comply with our obligations under the Data Protection Act 1998.

The successful applicant will be required to obtain an **Enhanced DBS certificate** for the **Child Workforce** (which must be shared with the HR Department within 28 days of its issue) or if already registered with the



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Update Service, provide their certificate, and their registration number to enable the College to carry out an on-line check. All information received will be treated in the strictest confidence and will not necessarily debar a candidate for consideration of appointment.

Equality and Diversity

The College as an Equal Opportunities employer aims to promote and maintain equality of opportunity as outlined in our Equal Opportunities Policy. We monitor the diversity of applicants. We would therefore ask you to support us in completing and returning our **Equal Opportunities Monitoring Form**. Information supplied will be treated in confidence and will only be used to assist our monitoring process. Applicants with a disability who meet the essential criteria will be guaranteed an interview.

Invitation to Interview

Applicants who are successful in being short-listed will be contacted by the HR Department by telephone and email and will be given details of interview arrangements. If you have not been contacted you should assume that unfortunately you have not been short-listed on this occasion. Applicants who require any special arrangements or adjustments should contact the HR Department prior to attendance at interview. Applicants declaring a disability will be contacted in order that, wherever possible, appropriate adjustments can be made to support them throughout the selection process.

Evidence of Identity

Applicants invited for interview will be required to produce at interview evidence of their identity, i.e. a current valid Passport, a current Driving Licence, and/or a Birth Certificate (issued at the time of birth, full or short form). In addition, a document issued within the last 3 months which confirms your current address (e.g. bank/building society statement or a utility bill – a mobile telephone bill is not acceptable). Also required is a document confirming a Right to Work in the UK (if applicable).

In addition, applicants will be asked to provide evidence at interview of qualifications which are relevant to the post applied for. If certificates are not able to be provided at the interview stage, they must be provided by the successful applicant *prior* to taking up appointment.

References (Safeguarding Requirement)

If you are invited to attend for interview, the College will approach your referees prior to interview. One of your nominated referees must be of a professional nature (i.e. from your **current or most recent employer**). Referees should not both be from the same employer wherever possible. If you are not currently working with children or young people but have been employed in such a capacity previously we require one nominated referee from that employment.

Offer of Appointment

Any offer of employment with the College (TCAT) will be subject to mandatory pre-employment checks which will include a DBS check, satisfactory references, evidence of qualifications (e.g. teaching and professional certificates), proof of health and physical capacity to undertake the role (i.e. an occupational health check), and confirmation of the Right to Work in the UK (if applicable).

Job Description

French Language Assistant

This **Job Description** gives an indication of tasks to be performed within a specific area.

Responsible to: Language Tutor

Hours of Work/Pay: The actual working days/times of Language Assistants will vary on a year to year basis to meet the needs of students enrolled on Language programmes and their timetable constraints. Assistants will be paid for:

- Direct contact time with students in oral sessions, including mock oral exams
- Attendance at College events and/or taking part in trips and visits when agreed in advance
- Meetings with the subject tutor and Faculty Area

Key Tasks:

- To work with language students at all levels to develop their target language skills
- To liaise, work with and be directed by Language Tutors as their line manager in the preparation and delivery of a coordinated programme of study for each student
- To prepare texts with questions or other exercises with the aim to develop vocabulary and grammar for students to improve speaking and listening in preparation for oral assessments
- To share first-hand knowledge of the culture of the relevant countries
- To upload relevant support material onto Moodle to support student revision/develop independent learning skills
- To maintain student records as required
- To coordinate the timetable for student sessions to ensure optimal support to students whilst optimising efficiency of assistant time
- To meet regularly with Language Tutors to discuss Schemes of Learning and student progress (normally weekly)
- To complete administrative tasks such as registers and tracking and memos on the portal for the Faculty Lead and where relevant Personal and Senior Tutors
- To monitor punctuality and attendance and liaise with the Language Tutors who will take relevant action
- To support the conduct of mock exams and provide constructive and supportive feedback in line with College policies
- To work closely with Language Tutors to ensure that activities are relevant to the specification, and to implement departmental strategies to differentiate and offer appropriate support to weaker students and stretch and challenge to more able students according to their need and so each achieves their potential
- To keep up to date with specification changes, to update material for oral classes and take individual responsibility for finding out about oral exam content, structure and requirements and in line with College policy developments
- To liaise with other members of the MFL team to standardise oral lesson and exam conduct in the department
- To update the topic integrated Moodle oral folders (i.e. prep work and extension activities) and oral class information (i.e. timetables)



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- To maintain a high level of organisation and oral class provision and exam preparation at all times.
- To follow the oral assessment schedule agreed each year by the MFL team
- To support and attend College and MFL marketing events such as Open Evenings and Open Days in agreement with the Faculty Lead
- To accompany students and staff on relevant educational trips and visits as required
- To maintain professional standards at all times

Other Tasks

- To carry out all other duties which are in accordance with the purpose and grade of the post, as agreed with the Vice Principal - Resources and/or the Business and Operations Manager

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Person Specification

French Language Assistant

All staff must make a positive contribution to:

- The College's Safeguarding and Equality and Diversity practices
- The pursuit of excellence and the highest standards of quality in all aspects of College life
- Their own professional development, in accordance with the needs of the College
- Priestley College's Mission Statement

	Essential	Desirable	Identified by
Relevant Experience			Application Interview References Certificates
Experience of preparing for AS and A2 French oral exams		✓	
Experience of working with people or young people		✓	
Education and Training			
Secondary School education to A Level or equivalent	✓		
Knowledge and Abilities			
A native speaker	✓		
The ability to learn quickly	✓		
The ability to work to deadlines	✓		
The ability to use IT	✓		
Ability to motivate students of varied ability	✓		
Knowledge of AQA AS and A2 specifications for French		✓	
Enthusiasm for the language and culture	✓		
Willingness to undertake training if required	✓		
An interest in culture, literature and/or film		✓	
Personal Qualities			
Demonstrate a genuine commitment and passion for students' education and welfare	✓		
Commitment to Equal Opportunities	✓		
Team player with good communication, organisational, and interpersonal skills	✓		
Self-motivated with the ability to work independently and confidentially	✓		
Reliable and efficient and honest	✓		
Excellent record of attendance and punctuality	✓		
High expectations and resilience	✓		
A flexible approach to work	✓		



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Able and willing to take responsibility	✓		
Safeguarding			DBS Certificate
Suitable to work with children and young adults and/or vulnerable adults	✓		
Willingness to apply for a Disclosure and Barring Service (police) check (or to have check undertaken against an existing DBS certificate if registered for the DBS Update Service)	✓		