



FOREIGN LANGUAGE ASSISTANT (FRENCH) JOB DESCRIPTION

Grade 6 SCP 6 - £25,989 FTE (Actual salary £7,879.23)

Term Time Only inc Inset Days

Reports to Head of MFL

Hours: 13 hours per week*

**to allow for flexibility the weekly timetable will be across 3 working days where possible.*

Role Purpose:

The purpose of the role is to work, in co-operation with MFL staff, with small groups of 11-18 year-olds or one-to-one to engage with students and help them to improve their language skills, playing a vital role in developing students' confidence and oral skills in this subject.

The principal objectives of the role are:

- Support students in the development of their effective use of a foreign language.
- Assist in preparing candidates who are working towards public examinations,
- Provide an up-to-date insight into the society and culture of the country/countries where the language is spoken.

You must have a good standard of English and should be able to demonstrate a good knowledge of the grammar and structure of French together with excellent communication skills.

Key Responsibilities

- Actively ensure weekly contact with the Head of Subject and all classroom teachers of the classes being taught.
- Foster interest in the culture of the target language countries through discussing topics such as current affairs, films, sport and festivals.
- Keep an attendance register of students taught and a brief record of student achievement and provide brief feedback of this weekly to the classroom teachers.
- Gain familiarity with the examination requirements of the speaking element of public examinations to support examination candidates effectively.
- With guidance from the Head of Subject run revision/booster sessions for examination candidates.
- As required, support or supervise other learning activities in school for example accompanying school trips and visits abroad, supporting workshops or off-timetable learning activities.
- As required, undertake routine organisational or administrative tasks appropriate to the Role.
- Assisting teaching or specialist pastoral staff supervise students in detention/isolation.
- To take sole charge of a group or class of students in the short term or for an unforeseen absence of the class teacher.

GENERAL

The post holder is responsible for promoting and safeguarding the welfare of children, to comply with the School's Child Protection Policy and to report to the Designated Safeguarding Lead or Headteacher any concerns relating to the safety or welfare of children.

The job description allocates duties and responsibilities. It is not necessarily a comprehensive definition of the post, as it may include other duties necessary to ensure the smooth running of the school as directed by the Headmaster or Senior Leadership Team. The post holder may also be required to carry out other duties from time to time as deemed as a reasonable request.