****

**Beaconsfield High School**

**Foreign Language Assistant – French**

**Job Description:**

Responsible to: Head of Department

Salary: £12.61 per hour + holiday allowance

Working time: Average 12 hours per week, term time only, until mid-June 2018

**Job Purpose:**

• To improve pupils' linguistic ability (focusing on speaking skills) and develop their knowledge of French society and culture

• To plan stimulating activities and conversation classes and produce resources to enable students to improve their language skills

• To support the work of the language department in the school, under the supervision of the French teachers, through whole class situations or small groups of students.

**TASKS**

**Support for Students:**

• Work on their own with small groups of students to introduce new vocabulary or improve grammatical knowledge, with a focus on oral skills.

• Conversation practice with pupils alongside the teacher in the classroom

• Introduce students to French culture through discussing topics such as current affairs, films, sport and festivals

• To deliver an appropriately challenging, relevant and differentiated curriculum for students and to support the teaching of languages within the school

• Preparing relevant and up-to-date materials for use in teaching that engage with topics being taught in the French curriculum, as well as reflecting current developments in language learning.

• Give individual pupil support, where required

• Help to prepare students for GCSE and A level speaking exams

• To monitor and support the overall progress and development of students as part of the teaching team

• To contribute to raising standards of student attainment

**Support the Languages Department:**

• To work as a member of the Languages Department and to contribute positively to effective working relations within the school

• Providing support for academic staff and students; working in collaboration with the language teaching team.

• To liaise with the Lead Teacher for French and familiarise themselves with the requirements of AQA for the oral examination

• To assist the Language department in ensuring that the department provides a range of teaching which realises the school’s ethos

• To assist in developing resources and materials at all levels.

**Additional Language Roles:**

• Contribute to cross-curricular work in collaboration with other subject areas e.g. engaging and relevant language-based projects

• Make recordings in their own language that the school can use as an example of fluent speech

• To participate as appropriate in extra-curricular activities, including lunchtime clubs and after-school revision classes.

• To accompany visits abroad where possible

• Help set up links with schools in French speaking countries

**Support for the School:**

• Be aware of and comply with policies and procedures

• Contribute to the overall aims of the school

• Appreciate and support the role of other professionals

• Attend and participate in relevant meetings as required

• Participate in training and other learning activities and performance development as required

• To perform any other reasonable duties relating to the post as directed by Lead Teacher French