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**Job Description: LANGUAGE ASSISTANT (FRENCH)**

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**Post Description**

* 1. **Type of Post Support Staff**
  2. **Grade**
  3. **Faculty / Section Language & Humanities**
  4. **Line Manager Head of Faculty**
  5. **Operational Manager Course Leader MFL**
  6. **Responsible for N/A**
  7. **Post Holder**
  8. **Issue Date June 2017**

**Job Purpose**

To encourage students to practice their French speaking and to learn about French Culture.

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| The information given within the Job Description is intended to provide the postholder, and college managers, with an understanding and appreciation of the workload of this particular post and its role within Bilborough College.  The Job Description outlines the main duties and responsibilities under broad headings. It is not intended to specify every job activity or item in detail.  All college employees are expected to work flexibly to ensure that the responsibilities of their post are fulfilled efficiently and effectively according to the needs of the college and its students. |

**Main Duties and Responsibilities**

1. To provide speaking practice to Year 12 and Year 13 students in small

groups

1. To work with students giving them opportunities to practice their spoken

French and encourage all students to be active participants

1. To provide students with feedback on their spoken language
2. To aid students in their understanding of contemporary Francophone life and culture
3. To record attendance and progress of students
4. To provide subject teachers with feedback on students in class
5. To contribute and further develop the College VLE
6. To support subject teachers with the delivery of the spoken component of the A level in French (this may include, but is not confined to, conducting mock oral exams, providing support immediately prior to oral exams, finding authentic resources to support students in their learning)
7. To contribute to college marketing of French course to prospective students and parents (e.g. at open days)

**General Duties and Personal Responsibilities**

1. All members of staff have a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with. The postholder will have unsupervised contact with students on a daily basis. The postholder will not be authorised to use physical intervention techniques unless specifically identified and authorised by the Principal under the Physical intervention Code of Practice. Such authorisation may be on a permanent or long term basis relative to the nature of the person’s job, or short term for a specific event, e.g. a college trip. The people concerned will be explicitly informed of the authorisation, to ensure they are aware of and properly understand what the authorisation entails. Training or guidance from a senior member of the teaching staff may be arranged if appropriate.

1. To act in accordance with provisions of the College Staff Code of Conduct.
2. To abide by the College Data Protection Policy.
3. To use information technology systems as required, in compliance with the College IT Policy.
4. To carry out the responsibilities of the post with due regard to all or any of the College equality and diversity policies.
5. To operate in accordance with Health and Safety Legislation, which specifies that all employees have a duty to work safely and not to put others at risk.
6. a. To be responsible for own self-development on a continuous basis, including undertaking/participating in training as appropriate.

b. To be responsible for the professional review / appraisal, and training and development of staff under your line management.

1. To comply with and follow all other college policies and procedures in force (available on the college intranet) and also with the conditions of service stipulated within the contract of employment.
2. To contribute to divisional, section wide and whole college activities and arrangements as appropriate and as directed by the line manager
3. To undertake such other duties as the college management shall deem appropriate for the level of responsibility involved.

##### Terms and Conditions – as detailed in the contract of employment

**Person Specification:**

**Language Assistant (French)**

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| --- | --- | --- | --- |
|  | | Assessed at:  Shortlisting (S) Interview (I)  Both (SI) | Weighting to show relative importance:  Low (1)  Medium (2)  High (3) |
|  | |
| **A. SKILLS AND ABILITIES** | | | |
| **Essential:** | Fluent French speaker | SI | 3 |
| Excellent interpersonal communication skills | I | 3 |
| Ability to encourage and engage with students and offer verbal and written feedback | I | 3 |
| Ability to work on own initiative and plan speaking sessions to support learners with what they are learning in their French lessons in collaboration with class teachers | SI | 3 |
| Knowledge of A level courses | I | 2 |
| An interest in teaching in the future | I | 1 |
| Creative in your approach to lessons | I | 3 |
| Ability to bring with you a wealth of resources and ideas, websites, lesson plans, songs and games | SI | 2 |
| First hand knowledge of life in a French speaking country | S | 3 |
| Ability to talk to students about your own Francophone cultural experience, in French | SI | 3 |
| Up-to-date ICT skills to support learners | SI | 3 |
| B. EXPERIENCE AND KNOWLEDGE | | | |
| **Essential:** | Current knowledge and experience of French and Francophone culture and way of life eg. current issues of a French speaking country, including politics, cinema, music, radio programmes, education, employment, regional festivals, youth culture, technology and new media | SI | 3 |
| C. LEVEL OF QUALIFICATION | | | |
| **Essential:** | Good standard of English Language | SI | 3 |

**NOTE -** if the applicant is short listed any relevant issues arising from his/her references will be taken up at interview (if, at the time of the interview, references are not available, e.g. due to late receipt or not yet taken in accordance with the applicant’s request, any issues relating to references will be raised with the applicant at a later date as appropriate but prior to appointment).