

CANDIDATE INFORMATION PACK

# FRENCH LANGUAGE ASSISTANT

Up to 35 sessions per week

# WELCOME

## I am delighted that you are considering this opportunity at North London Collegiate School.

North London Collegiate School (NLCS) was founded in 1850 by Frances Buss, an early pioneer of girls' education. NLCS is one of the country's most illustrious academic day schools.

The School provides an ambitious academic education and achieves some of the best results in the country. The focus in the classroom is on fostering a deep love of learning and our teachers are passionate subject experts. The School has a strong intellectual tradition but it is also defined by an ongoing commitment to innovation. The school's new innovation hub will be a centre for creative thinking and pioneering curriculum development.

Pupils benefit from an exceptional range of activities beyond the classroom through our co-curricular and academic enrichment programmes. We welcome over 250 visiting speakers per year, we offer 18 different sports, host over 40 concerts and several ambitious dramatic productions each year, publish multiple student-led magazines, and offer activities as varied as Model United Nations, Chess, VEX Robotics and Magic Club.

Our pastoral care is focused on developing happy, independent and resilient young women. Our pupils are free to be themselves at School but ready to embrace the opportunities of the world beyond NLCS. Our community is welcoming and inclusive and celebrates its rich diversity.

At NLCS, we deeply value our staff and are committed to their well-being and professional growth. We understand that a supportive and nurturing environment is crucial for everyone, not just our students. Our comprehensive staff development programme and strong support network ensure that our staff thrive both professionally and personally.

We are looking for a new French Language Assistant to start in September 2025. Our ideal candidate will be a committed French native speaker who possesses excellent language and literary skills, able to provide assistance with French teaching and capable of conducting conversation lessons in French at IGCSE, A level and IB on a full time basis.

If you would like to join this dynamic and friendly community of pupils and staff, I would be delighted to receive your application.



**VICKY BINGHAM**  
HEADMISTRESS





# THE SCHOOL



North London Collegiate School has an international reputation for academic excellence, combined with exceptional pastoral care and extra-curricular achievement. NLCS is an academically selective girls' school. There are 790 students in the Senior School, 233 of them in the Sixth Form, and approximately 310 in the Junior School. The School takes pride in the religious and social diversity of its intake.

The School's aims are to provide an ambitious education for all its pupils and to enable each girl to make the most of her own gifts. The highest priority is to maintain a team of professional teachers to whom each pupil is important, and who can teach their subject(s) with enthusiasm and drive. All pupils are expected to learn to recognise academic excellence and realise that it is attainable.

Alongside these aims for the classroom, staff strive to make school a place where the whole personality can grow. Good relations between staff and pupils, and between girls themselves, are fostered. At NLCS, education is much more than passing examinations and the girls are encouraged to try themselves out in a variety of ways. Staff strive to maintain a community which is tolerant and teaches service to others.

Set in over 30 acres of parkland, the School has extensive facilities. These include a new Wellbeing Centre which underlines the School's commitment to ensuring that NLCS continues to provide as rounded and supportive a pastoral offering as is possible.

In 2024, 70% of GCSEs were a grade 9, and a notable 89% of grades were 9/8. At A-Level our students achieved an impressive 46% A\* grades, 84% A\* - A and 96% A\* - B. In addition to A-Levels, we offer the International Baccalaureate in the Sixth Form and we have an outstanding record of success. Our students gained an average point score of 41 in 2024, placing us again among the best IB schools in the world.

Places are heavily oversubscribed, and entry is extremely competitive.

Our leavers receive offers from an impressive range of university destinations including Oxford, Cambridge, Harvard, Yale and Princeton, as well as other leading universities such as Warwick, Edinburgh, UCL and Imperial. We are extremely proud of our alumnae (Old North Londoners), who have achieved international prominence in a wide variety of career pathways from music, drama and the arts through to science, sports, politics and law.

We have an extensive schedule of extra-curricular activities including a weekly speakers' programme for all students in Years 11, 12 and 13. NLCS students regularly reach the finals of national and international competitions, such as F1 in Schools, chess, Young Enterprise, coding and debating.

There is also a remarkable commitment to outreach and charity work, reflecting the rich and harmonious diversity of the School.

To find out more about the school, click [HERE](#).



# FRENCH LANGUAGE ASSISTANT

## THE ROLE

Our ideal candidate will have both the commitment and ability to enthuse and motivate our students to ensure excellent progress is made by all. We require a dynamic, energetic and well-qualified native speaker of French possessing excellent language and literary skills, capable of conducting conversation lessons in French at IGCSE, A Level and IB on a full time basis.

## THE CURRICULUM

In Year 7, all pupils take French for 3 periods a week before choosing two of French, German, Mandarin and Spanish to study in Years 8-9. Italian and Russian are introduced as ab initio languages in Year 10.

Pupils sit at least one MFL for (I)GCSE with many sitting two languages and a handful opting to choose three. French, Spanish, Mandarin, Italian and German follow the Edexcel or CAIE IGCSE specification while Russian follows the Edexcel specification.

In the 6th form, French, German and Spanish follow the AQA A-Level specification while Mandarin, Italian and Russian follow the Edexcel A-Level specification. French, Spanish, Italian, German, Mandarin and Russian are all offered for both A-Level and the International Baccalaureate Diploma. Mandarin Chinese is offered at Ab Initio and Standard Level.

## THE DEPARTMENT

The post-holder will join this outstandingly successful and thriving MFL department that annually sends excellent numbers of young linguists to study Modern Languages at Oxbridge and other top universities.

The Department aims to promote an enthusiasm for language learning, an interest in other cultures and an awareness of the importance of languages in today's society in addition to an independent approach to study. The members of the Department share a common ethos and the atmosphere is very collegiate: staff willingly share their expertise and resources, and volunteer for extra responsibilities as and when necessary.

The Department is well-equipped and resourced, it benefits from student devices and a variety of applications for innovative teaching. Each classroom has a high definition interactive touchscreen and provides staff and students the complete Microsoft Office 365 platform.

## ENRICHMENT

Our extracurricular programme is also very extensive and includes our MFL society, Polyglot, and magazine, The Linguist, as well as our annual MFL symposium. The French Department is very successful in national competitions and takes part in a large number including the National Translation and Spelling Bees, the Anthea Bell Translation Competition and Flash Fiction to name but a few.

The French Department also holds internal competitions, hosts their annual French soirée and participates in the French debating competition as well as going on theatre trips. A wide range of trips abroad are offered across all Key Stages, which include destinations in France and Canada.

All members of staff are expected to make a contribution to the extra-curricular life of the School such as by organising and/or participating in trips.





# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL OPPORTUNITIES & DEVELOPMENT

There is a strong culture of professional development at the School, rooted in the expectation that all staff proactively seek to develop their practice throughout their time with us.

A fortnightly Teaching and Learning Forum offers staff the opportunity to present and discuss pedagogy. In addition to this, there are regular guided lesson observations with senior members of staff, to encourage colleagues to think critically about their own teaching and experiment with new approaches.

Internal promotion and professional development posts are advertised to all staff. In addition, the School also offers a number of generous external opportunities for staff, to expose them to wider educational experiences. The School works closely with The Prince's Teaching Institute, investing in "unlimited" membership of the PTII, which offers our staff the opportunity to attend their full programme of events.

It is important for our teachers to refine their knowledge to further enhance the academic rigour of their lessons. To this end several of our academic staff lead PTI sessions in their own specialist areas.

As part of the wider Senior School, staff benefit from being able to attend the Senior Societies lecture series given by eminent speakers. Staff are also encouraged to share their passions through our Nicholson Lectures series. Colleagues present their own research on areas of academic or personal interest. These lectures occupy a prestigious place in our academic calendar, occurring fortnightly and are well attended by staff and students alike.

Following the opening of four partnership schools abroad, teaching departments in all the schools are linked via Communities of Practice, which provide a forum for collaboration on projects between teachers and students, sharing of good practice and exchange of ideas.

All of these opportunities enable colleagues to become better and more rounded academics and teachers, and our staff relish the chance to get involved in such activities.





# KEY RESPONSIBILITIES

## TEACHING

To be responsible for the quality of the teaching and learning of all pupils who are assigned to the post holder

To plan and teach well-structured conversational lessons to assigned classes, following the school's plans and curriculum

To assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils

To participate in arrangements for preparing pupils for any examinations

To ensure, in conjunction with the SENCO, that the provision for students with Additional Learning Needs is in place and is effective

## WHOLE SCHOOL ORGANISATION, STRATEGY & DEVELOPMENT

To contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision

To make a positive contribution to the school's vision and values

To work with others on curriculum and/or pupil development to secure excellent outcomes

## HEALTH & SAFETY

To be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person

To promote the safety and wellbeing of pupils

To maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

## RELATIONSHIPS

To collaborate and work with colleagues and other relevant professionals within and beyond the school

To develop effective professional relationships with colleagues

## RESOURCES

To monitor quality and standards of resources

## PROFESSIONAL DEVELOPMENT

To take part in the school's appraisal procedures

To take part in further training and development in order to improve own teaching and overall performance

Where appropriate, take part in the appraisal and professional development of others

## COMMUNICATION

To communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.

*The postholder will also be required to undertake any other duties as reasonably required by the Head / Deputy Heads / HoD*



# THE PERSON

The successful candidate will be a French native speaker who is able to demonstrate strong communication skills, warmth and empathy. They will have a high level of organisational and interpersonal skills, be committed to maintaining the nurturing and supportive ethos of the school, and be an enthusiastic, caring and positive role model within the School community.

## GENERAL SKILLS REQUIRED

Excellent interpersonal and management skills, with the ability to relate well to people on all levels, to encourage and motivate, and to show ambition for the School and its direction

Clarity of thought and an ability to express ideas and arguments in a thoughtful and analytical manner

Ability to work effectively as a member of the team, to show initiative and imagination and to have vision and the ability to inspire others

First class organisational and administrative skills with the ability to remain calm under pressure and to work to tight deadlines, managing competing priorities

Strong analytical and problem-solving skills, combined with a proactive and positive approach

Ability to maintain a high work rate and to juggle a range of tasks and issues at the same time with good humour and a positive rationale

High level of classroom teaching skills and commitment to developing and maintaining high standards

Excellent written and spoken English

## PERSON SPECIFICATION

**It is highly desirable that applicants have the following attributes**

## EDUCATION & QUALIFICATIONS

Strong academic qualifications in a relevant subject

A teaching qualification

The ability to teach to up to A Level and IB

Further study beyond degree level

## SKILLS & ABILITIES

Ability to enable excellent pupil outcomes

The desire to participate in extra-curricular activities and trips

Successful teaching experience from at least 11-18, up to and including preparation for university

A proven track record for enabling and inspiring students to achieve high standards

A clear understanding of the potential uses of technology in the classroom

Experience of strategic planning and implementation

Strong experience of pastoral care and student leadership

Track record of motivating and inspiring staff

Track record of excellent pupil outcomes

Wider interests that could contribute to the extra-curricular life of the School

## EXPERIENCE & KNOWLEDGE

Knowledge of French language & literature

Knowledge of current politics and cultural/social issues in French speaking countries

An awareness of recent important educational developments in French

Safeguarding experience / training

Strong understanding of pastoral work

Good working knowledge of common IT applications with a clear understanding of the potential for IT to enable more innovative and effective approaches to learning, teaching and school organisation

Expertise in using CPOMS software

## OTHER

Personal integrity, honesty, energy, stamina and enthusiasm

A sensitivity to the needs of young people and a commitment to their support, care and nurture  
Willingness to give generously to support School events and activities

Commitment to personal development and life-long learning

Track record of working collaboratively across departments

# EQUALITY, DIVERSITY & INCLUSIVITY



North London Collegiate School condemns unequivocally discrimination and inequality in all its forms.

Our School was founded on the principles of respect and compassion, service to others, and active, positive participation in society and the wider world. We cannot change the past, but we must learn from it. It is not sufficient to say that we are not racist – we must be actively anti-racist in our actions, policies and educational delivery.

As a school, we are proud of our heritage of supporting, embracing and celebrating all the members of our community, as exemplified in our School Aims.

We recognise and celebrate the benefits of having a diverse school community, in which individuals value themselves, one another, and the different contributions that everyone can make to the school, our wider community and the world.

Our students are taught to value and respect themselves and others as they work hard to prepare to take leading roles in our future society.

In the provision of equal opportunities, the School recognises and accepts its responsibilities under the law and opposes discrimination based on the protected characteristics under the Equality Act 2010.

We oppose all bullying and unlawful discrimination on the basis that a person

has a special educational need or learning difficulty, or because English is an additional language. We are committed to being an equal opportunities education provider, and to equality of opportunity for all members of our school community.

North London Collegiate School aims to ensure that all policies and practices conform with the principle of equal opportunities and comply with the public sector equality duty set out in section 149 of the Equality Act 2010.

We will tackle inappropriate attitudes and practices through our staff leading by example, through the Personal, Social and Health Education (PSHE) programme, through our supportive school culture and through our school's policies. Our teaching will reflect the diverse nature of our modern world and we will seek through our extracurricular activities, partnerships and School societies to challenge inequality and inequity, promulgate fairness and equality for all and to celebrate the differences that make us all unique and valuable members of society.

We believe that our School community is an agent for change in the world, and we continue to seek to ensure that more generations of young people leave North London Collegiate School empowered and enabled to take the next steps forward in their education and lives for their own benefit and for the good of society as a whole.

# TERMS & CONDITIONS

## KEY DATES

### Closing date for applications:

Wednesday 26<sup>th</sup> March 2025 at 7.00am.

### Interview Date:

Applications will be reviewed as they arrive and interviews will be arranged accordingly.

## SALARY

Highly competitive salary, paid according to experience and qualifications.

## START DATE

Required from September 2025.

## PENSION

All teaching staff members are currently eligible to join the Teacher Pension Scheme.

## LOCATION

NLCS is a short walk from Canons Park or Stanmore stations.

Staff arriving at Edgware Station on the Northern Line can use our free Station Shuttle-bus service.

For further information please visit our Travelling to School page [HERE](#).

## MEALS

A free lunch is available for all staff during term time. Chartwells Independent, our dedicated caterer, accommodates all dietary requirements.

## EYE CARE SCHEME

NLCS contributes towards eye care costs.

## CYCLE TO WORK SCHEME

The School is a member of the Cycle to Work Scheme, which allows staff to make Tax and National Insurance savings when purchasing a bicycle.

## CANONS SPORTS CENTRE

Canons Sports Centre is located in the beautifully landscaped grounds of NLCS. Staff have free access to the Sports Facilities at designated times. This includes the Fitness Studios, Swimming Pool and Multi-Purpose Sports Hall.

## PERFORMING ARTS CENTRE

Our Performing Arts Centre which has a 350-seat theatre holds up to 40 productions and concerts each year. Tickets are available to staff with the majority of performances being free or at a discounted price.

## FEE REMISSION

A teacher's daughter that meets the entrance criteria is eligible for 60% fee remission (up to two daughters). The remission is pro-rated for part time staff.

## HEALTH CARE SCHEME

Staff are eligible to be part of a discounted health insurance scheme

## SAFEGUARDING

NLCS is committed to safeguarding and promoting the welfare of young people and expects all members of all staff to share this commitment.

Applicants must declare any criminal convictions as the post is exempt under the Rehabilitation of Offenders Act 1974. Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers.

We are an Equal Opportunities employer.



