

# **St George's College, Weybridge**

## **French Language Assistant**

- To prepare and provide French conversation lessons for students of all year groups.
- Prepare teaching materials and resources from various sources (Internet, TV, newspapers and other authentic sources).
- Contribute to authentic voice recordings to enrich the school's audio resources.
- Keep accurate records of pupil progress and produce feedback for improvement.
- To attend Departmental Meetings (as required).
- Liaise with tutors, the Head of Department, Heads of Year in case of pupil absence/issues.
- Assist in setting and marking internal speaking examinations.
- Assist with general departmental administration (as required).
- Lead or support various educational activities held by the Department.
- To participate in arrangements for preparing students for public examinations through extra practice sessions / revision.
- Keep up to date with Public Exam Specifications.
- Adopt a professional approach to teaching, demonstrating behaviour expected of pupils.

### **APPOINTMENT PROCEDURE**

A completed Application Form, C.V. and a brief covering letter, together with the details of two referees should be forwarded to:

The Headmistress; St George's College Weybridge, Weybridge Road, Addlestone, Surrey KT15 2QS or by email to: [headmistress@stgeorgesweybridge.com](mailto:headmistress@stgeorgesweybridge.com).

Successful applicants may be interviewed as and when applications are received.

St George's employs personnel who are best qualified for the post without any discrimination in favour or race, colour, gender or national origin. All staff must be able to support the Mission Statement of the school.