



WELLINGTON
COLLEGE

Job Description

Job Title:	French Teaching Assistant
Department:	Modern Foreign Languages (MFL)
Reports To:	Head of French and Head of Modern Foreign Languages

Purpose of the Position:

The French Teaching Assistant will be a fluent French speaker, excellent communicator and team player. They should be committed to helping pupils to develop their oral fluency throughout the school and be prepared to support native and non-native students of French in their preparation for the oral part of public examinations (IGCSE, IB and A level).

Departmental Information

Introduction to French

The French department consists of 15 teachers, a number of whom also teach another language. There is three part-time assistants to offer individual oral sessions and small group support sessions to French students? The department is committed to bringing French culture to life through engaging lessons, trips, competitions and a range of cultural activities. Staff joining the department should have excellent subject knowledge and an interest in Francophone literature and film. They need to be flexible, have a positive disposition towards challenges and change, and share resources openly. They should show a willingness to contribute to the wider life of the department through helping with clubs and cultural activities. French is an option in year 9 and is taught at iGCSE (Edexcel) in years 10 and 11. In 6th form, French is offered in the IB at Ab Initio, Standard and Higher level, as well as at A-Level (AQA).

MFL at Wellington College

The teaching of MFL is designed to encourage students to develop an enthusiastic desire to communicate with others with accurate and imaginative use of the target language. This is achieved by providing stimulating opportunities for use of real language both in and outside of lessons. There is a strong focus on the use of target language and authentic cultural resources in all classes. In addition, students enjoy trips abroad, theatre visits and workshops, writing competitions and participating in debates and verse recitals. Evening and lunchtime extension workshops provide opportunities for further enrichment and consolidation. MFL teaching enhances pupils' ability to understand cross-curricular links as well as developing their skills of independent learning, research and critical thinking.

The MFL Curriculum

Prior to entry in year 9 (3rd form), students opt for any 2 languages from a choice of French, German, Spanish, Mandarin or Russian. All languages are offered at beginners and post-beginners' levels, except for French which is only available to those who have studied it before. Native speakers of French, Spanish, German or Mandarin follow a separate programme. In year 10 (4th form) students opt for at least one of these languages. At present students of French, German and Spanish follow the Edexcel iGCSE curriculum, while students of Mandarin follow the AQA GCSE.

All 4 mainstream languages are available in IB Diploma and at A level.

The Native Language Enrichment Programme offers overseas and bilingual students the opportunity to develop their native language and where available, pursue a qualification (iGCSE/GCSE). These are offered based on demand by part-time tutors outside normal timetabled hours.



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Main Tasks and Responsibilities:
<ul style="list-style-type: none"> • To support the teaching of French at all levels by helping pupils to develop their oral fluency. • To have a clear understanding of the requirements of each speaking examination, with appropriate guidance from the Head of French. • To help pupils to prepare for the speaking test at IGCSE by taking small groups out of lessons for oral practice. • To organise a timetable for speaking classes for 6th form students of French (A level and IB) in September, so that pupils are seen either individually or in pairs outside of lessons. • To help 6th form students to prepare for the speaking part of public examinations (A level and IB). • To monitor attendance at oral classes, reporting absences to the Head of French and tutors / HM. • To feed into the reporting process by providing comments of pupils' progress, attitude and effort. • To help native speakers of French to prepare for public examinations (IGCSE, A level and IB). • To provide extra support for students who might be struggling in French as directed by the Head of Subject and / or the Head of Department. • To work with other language assistants to produce suitable displays for the MFL department. • To support the teaching of French by finding and collating interesting authentic language resources. • To be willing to accompany teachers on trips and excursions where appropriate.

Person Specification:	
Education Attainment	
Essential Experience	Desirable Experience
<ul style="list-style-type: none"> • Native-level fluency in French • Excellent written skills in French • Excellent knowledge of French grammar 	<ul style="list-style-type: none"> • Secondary school qualification in French (Baccalauréat, IB, A level or equivalent) • Degree / Postgraduate qualification either in French or in another related subject from a university in a French-speaking country
Knowledge & Experience	
<ul style="list-style-type: none"> • Knowledge of Current affairs, especially linked to France and French-speaking countries Advanced French grammar Native-level idiom French literature and cinema IGCSE, A level and IB curricula in French • Understanding of The demands of teaching in a high achieving boarding-school environment The difficulties faced by pupils in speaking French The need to encourage pupils and build confidence The challenges of preparing for speaking exams The need to be flexible and work as part of a team The need to communicate effectively with colleagues Criteria for speaking examinations. • Experience in Has lived in a Francophone country Working with others Working as a language assistant Working with young people in an educational environment 	



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<p>Skills and Special Aptitudes</p> <ul style="list-style-type: none">• Excellent communicator, able to communicate at all levels in English and French• Numerate• Organised and able to prioritise workload• Ability to work well in a team and independently• Knowledgeable <p>Interests</p> <ul style="list-style-type: none">• French language and culture• Francophone history, cinema and literature• Current affairs• Interest in other languages and cultures <p>Disposition and Personal Qualities</p> <ul style="list-style-type: none">• Reliable• Approachable• Kind and understanding• Enthusiastic and curious• Creative• Discreet and professional• Independent• Adaptable and flexible• Supportive• Team player
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The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College's business.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the College's Health and Safety Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the College, including personal protective equipment in accordance with training and instruction.