



Richard Lander School

Truro



Application Pack

French HLTA

Cornwall Council Grade 2 Step 1 £26,597 (actual £22,291)
Fixed term 6-month contract

Start Date: ASAP

Flexible Hours per week term time plus inset



December 2025

Dear Candidate,

Re – French HLTA – Fixed term 6-month contract

Please find enclosed an application form and details for the above post at this school.

The Role:

To promote oral skills in the specified language with individual students or small groups and assist in preparing students for their speaking tests. To assist the language teacher in the classroom as required.

Specific duties and responsibilities:

1. Provide high quality support to the teaching of the specified language.
2. Assist in preparing students for the speaking component of public examinations.
3. Administer internal speaking assessments to students.
4. Provide opportunities for staff and students to enhance their appreciation of the culture associated with the specified language.

If you would like to discuss the post further or arrange a visit to the school please contact Mrs Harrison, Personnel Officer, on email vharrison@richardlander.cornwall.sch.uk.

Our school is welcoming and supportive, with a strong value placed on 'being the best you can be' and staff and students on a mission to achieve great outcomes for all our students.

This position is full time and permanent.

Please see our job description and person specification for more details of this exciting post.

Completed forms should be submitted to vharrison@richardlander.cornwall.sch.uk by Monday 5th January 2026, although the advert may close early if the right candidate is found.

Can I take this opportunity of thanking you for your interest in the position at Richard Lander School. If you do not hear anything from us within 28 days you can assume your application was unsuccessful.

With best wishes for the future.

Yours sincerely,

Mr Steve Mulcahy
Headteacher



Background for Prospective Candidates

Come and work for a great school in a great location.

Where are we?

Cornwall has far more than just beaches, surfing and world heritage countryside, we also have some of the best schools in the country with the space, facilities and drive to give the best possible education to the students we serve.

Truro is Cornwall's county town, it's only city and the most southern city in mainland Great Britain. Truro has a booming population thanks to its location in the heart of the county and is a centre for art, culture and entertainment.

The school is situated to the West of the city centre and serves the beautiful coastal communities of St. Agnes and Porthtowan as well as communities closer at hand.

The School

Richard Lander School is Truro's largest secondary school. Richard Lander is highly regarded in the area and oversubscribed in several year groups. We have 1550 students on roll. Mr Steve Mulcahy, has been our Headteacher since 2008. We were inspected by OFSTED in 2023 and were graded as a Good school.

We have an ARB for up to 15 students on site which is very much part of our school.

Our Ethos

At the heart of our work is a desire to see all our young people and staff develop their gifts and talents to their full potential. Some people call this ambition, we call it 'being the best you can be'. Our standards are high and our aim is for all children to achieve their full potential, both academically and socially.

The Application

Please see the job description for more details of this exciting post.

Prospective candidates are very welcome to arrange to visit the school by calling the school on 01872 273750 and asking for Mrs Harrison. Closing date for applications is **midday on Monday 5th January 2026, although the advert may close early if the right candidate is found.**

Please send your completed forms to the school for the attention of Victoria Harrison, Personnel Officer, vharrison@richardlander.cornwall.sch.uk. If the on-line application through TES is used, candidates need to download a Safeguarding Self-Declaration form from the vacancies page on the school website and e-mail it separately to Victoria Harrison. Applications should address the items included on the person specification and only candidates who meet the essential criterion will be shortlisted.

The Interview Process

Candidates who are shortlisted for the position will be contacted by a telephone call and this will be followed up with an e-mail.

- In line with Keeping Children Safe in Education 2025, as part of the shortlisting process, the school may carry out an online search on shortlisted candidates
- All interviews will be face to face and will explore the candidate's suitability for the position.
- Applications will be scrutinised and discrepancies or anomalies in work related history, experience and qualifications will be discussed at the interview stage.
- Successful candidates will be required to achieve a full enhanced DBS disclosure and 2 satisfactory references.

Prepared by

- Mr Steve Mulcahy, Headteacher
- Mrs Jenny Griffiths, Deputy Headteacher
- Mrs Victoria Harrison, Personnel Officer

Safeguarding

Richard Lander School is committed to safeguarding and promoting the welfare of all children.
We expect all our team members to share this commitment.



Richard Lander School

French HLTA Job Description

Closing Date:	Monday 5 th January 2026 although the advert may close early if the right candidate is found.
Job start:	ASAP
Interviews:	Will be held on a rolling basis
Salary:	Cornwall Council Grade 2 Step 1 £26,597FTE
Contract type:	Flexible (18-37 Hours per week) Term Time plus 5 INSET Days
Contract term:	6 months Fixed Term

Main purpose of the job

To promote oral skills in the specified language with individual students or small groups and assist in preparing students for their speaking tests. To assist the language teacher in the classroom as required.

Specific duties and responsibilities:

1. Provide high quality support to the teaching of the specified language.
2. Assist in preparing students for the speaking component of public examinations.
3. Administer internal speaking assessments to students.
4. Provide opportunities for staff and students to enhance their appreciation of the culture associated with the specified language.

Duties and responsibilities:

1. Be responsible for your own continuing self-development, undertaking training as appropriate.
2. Support the wider aims of the school by undertaking Fire Warden and First Aid training and duties as required.
3. Undertake other duties appropriate to the grading of the post as required.
4. To establish supportive relationships with the students concerned and to encourage acceptance and inclusion of all students.
5. To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem.
6. To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms and other learning support areas, after activities. To ensure that basic classroom materials are available for use.
7. Input into planning of lesson content led by teaching staff where relevant
8. Ensure all teaching aids are readily available by monitoring stock levels of materials, checking for missing/damaged equipment, arranging for new supplies to be ordered where relevant



9. Work independently with groups of children on specific tasks, under the overall responsibility of the Lead Teacher
10. To assist with wider supervision duties including, on a daily basis a Lunch time and Bus Duty.
11. To be aware of confidential issues linked to the student (including issues outside of school) and to ensure the confidentiality of such sensitive information.
12. To remain aware and work within all relevant school working practices, policies and procedures.
13. To attend staff meetings and school-based INSET as required.
14. To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns about any student, in line with school policy.
15. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).

PERSON SPECIFICATION

Job Title: Languages HLTA

Job Description and Person Specification Reviewed: November 2025

Experience:	Essential/Desirable	How Assessed
Fluency in the specified language	Essential	Application, interview
Native speaker of the specified language	Desirable	Application, interview
Working with young people	Desirable	Application, interview
Teaching individuals or small groups	Essential	Application, interview
Knowledge:		
Safeguarding of Children initiatives	Essential	Application, interview
The culture associated with the specified language	Essential	Application, interview
Grammar and structure of the specified language	Essential	Application, interview
English school and exam system	Desirable	Application, interview
Skills:		
Good standard of English	Essential	Application, interview
Ability to work as part of a team	Essential	Application, interview
Written communication skills	Essential	Application, interview
Oral communication skills	Essential	Application, interview
Ability to relate well to young people	Essential	Application, interview
Ability to work under direction/instruction	Essential	Application, interview



Other:		
Willing to undertake training as required	Desirable	Application, interview
Ability to have a flexible working pattern	Essential	Application, interview

Special Conditions related to the post

The school is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check
- All new employees will be required to undertake mandatory training required by the school.

How to apply:	Complete the relevant applications form, equal opportunities and self-declaration form. Please note that applications will not be accepted unless on the attached application form. CVs are not accepted. Expressions of interest should be sent via e-mail to Victoria Harrison, Personnel Officer, vharrison@richardlander.cornwall.sch.uk
Contact details:	Address: Mrs Victoria Harrison, Personnel Officer Richard Lander School, Higher Besore Road, Truro, TR3 6LT Tel: 01872 273750
Closing date:	Midday on Monday 5th January 2026, although the advert may close if the right candidate is found. Interviews will be held on a rolling basis. Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.