



Job Description
Language Assistant – French
Language Assistant - Spanish

Background

Hurstpierpoint College is a successful independent school, and a significant medium-sized enterprise in mid- Sussex with approximately 450 employees and a turnover of some £30 million pa. It is both a stimulating and a pleasant place in which to work. The College is amongst the most successful independent schools in Sussex. It is co-educational and comprises a Senior School, Preparatory School, and Pre Prep with close to 1,300 pupils in all. Over half the pupils in the Senior School are boarders (weekly or flexible).

Reporting to

Head of Department

Overview

As an integral part of our Modern Foreign Languages (MFL) department, Language Assistants work closely with teachers to help students to build on, deepen and broaden the knowledge of languages they already have. Language Assistants are key to engendering an enthusiasm for language that will encourage students to achieve the highest levels of academic success as well as giving them important skills which they can use outside school and throughout their lives.

Role Responsibilities

Teaching:

- Individual sessions with LVI and UVI students
 - 30 minute weekly session with all LVI students
 - sessions of either 1 hour or 30 minutes alternating weekly with all UVI students
 - 1 hour fortnightly mini group session with LVI & UVI (split into two groups if cohort larger than 5/6).
- LVI Focus: key vocabulary, idiomatic phrases, important facts and figures around country units.
- UVI Focus: key vocabulary, idiomatic phrases, important facts and figures around country units. Individual Research Project preparation support on an individual basis.
- Vth form speaking support (1 hour fortnightly per class).
- Support teachers with lessons where required (speaking / cultural topics).

Planning, marking & assessment:

- Plan all individual and mini-group sessions according to the specification and PoS (shared resources on Hurst Online).
- Keep track of student progress with end of unit speaking assessments (as indicated on PoS). Feedback marks and progress points to HoD, inputting and tracking results.
- Set and mark mind maps from each student at the end of each unit – informing revision for LVI & UVI exams.
- Keep up to date with A Level specifications in order to inform teaching, marking and assessment.
- Prepare and examine all UVI students on speaking exams, including mock speaking exams. Work with UVI students to select Individual Research Project titles, submit forms to the exam board by the deadline (with HoD approval), preparing students for exams and running the speaking exam.

Other department responsibilities:

- 16+ open mornings – helping out when required.
- Run Prep school language clubs.
- Help run department events (e.g. film evenings with Sixth Form, food festival with Shell).
- Prepare resources, current affairs information, grammar knowledge for both students and staff within the department.
- Prepare displays where required.

Meetings:

- Fortnightly meeting (1 hour) with mentor.
- Fortnightly meeting (1 hour) with HoD.

Additional responsibilities:

In line with the successful candidate's experience and interests, the role may also include contributing to wider aspects of school life, including our extensive co-curricular programme.

Person specification

- Native French or Spanish speaker.
- Enthusiastic, engaging and proactive in approach.
- Successful experience of working with and bringing out the best in young people.
- Self-starter, taking the initiative to support students to achieve the very best results of which they are capable.
- Excellent attention to detail and quality.
- Ability to work under pressure, organise and prioritise workload.
- Sociable and strong teamworking skills.
- Professional and conscientious approach to work.
- Flexible in approach.

Terms and conditions

The appointment will be confirmed following six months' satisfactory probationary period.

Working hours: The post is 35 hours per week – term time only (34 weeks per year). Monday to Friday.

Salary: £15,000 p.a. (£20k FTE). Salaries are reviewed annually.

Additional benefits: Accommodation is available on site, as is free parking.

Membership of the College's contributory pension scheme with The Pensions Trust. The College will double the employee's pension contribution up to 7½% (i.e. the maximum total contributions will be 22½%).

Employees can subscribe to BUPA private medical scheme.

Closing date: Friday 18 February 2022

To apply for this position, please send an application form to jobs@hppc.co.uk.

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.