

**THE CHERWELL SCHOOL**  
***Opportunity, Responsibility, Excellence***

**Modern Foreign Languages Assistant - French**

**Job Description**

**Responsible to:** Faculty Leader of Modern Foreign Languages

**Salary Scale:** Actual Annual Gross Salary: £14,460 per annum  
(*Gross Monthly Salary: £1,205*)

**Working Time:** 18 hours per week, term time only

**Job Purpose:**

- To improve pupils' communication skills (in particular oral skills) and develop their knowledge of a different society and culture
- To plan activities and lessons and produce resources to enable students to improve their language skills
- To support the work of the language department in the school, under the supervision of the modern foreign languages teachers, through whole class situations or small groups of students

**TASKS**

**Support for Students:**

- Work on their own with small groups of students to introduce basic to advanced language or improve linguistic ability, with a focus on oral skills
- Conversation practice with pupils alongside the teacher in the classroom
- Introduce students to your culture through discussing topics such as current affairs, films, sport and festivals
- To deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the teaching of languages within the school
- Preparing relevant and up-to-date materials for use in teaching that engage with topics being taught across the French curriculum, as well as reflecting current developments in language learning
- Give individual pupil support, where required
- Help to prepare pupils for oral examinations
- To monitor and support the overall progress and development of students as part of the teaching team
- To contribute to raising standards of student attainment

**Support the MFL Department:**

- To work as a member of the Languages Department and to contribute positively to effective working relations within the school
- Providing support for academic staff and students; working in collaboration with the language teaching team

- To liaise with the Faculty Leader and familiarise themselves with the requirements of the examination boards for the oral examination
- To assist the Language department in ensuring that the department provides a range of teaching which realises the school's ethos
- To assist in developing resources and materials at all levels

#### **Additional Language Roles:**

- Contribute to cross-curricular work in collaboration with other subject areas e.g. engaging and relevant language-based projects
- Make recordings in their own language that the school can use as an example of native-speaker speech
- To participate as appropriate in extra-curricular activities, including lunchtime clubs and after-school revision classes
- To accompany visits abroad where possible
- Help set up links with schools in their home country

#### **Support for the School:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities to all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- To perform any other reasonable duties relating to the post as directed by Head Teacher and/or Faculty Leader of Modern Foreign Languages
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training

#### **Mental Health and Wellbeing**

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines
- To work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

#### **Notes:**

- While every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified

- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The Cherwell School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

*May 2019*