

## JOB DESCRIPTION

<b>Job Title</b>	French Language Assistant
<b>Department</b>	Modern Languages
<b>Function</b>	Academic
<b>Reports to (Job Title)</b>	Head of Modern Languages
<b>Location</b>	Modern Languages

### JOB PURPOSE

To improve the standard of oral work of students of French with the ultimate goal of helping the Sixth Form French students prepare for the oral component of the public examinations. The position allows LXX students to have a shared speaking lesson per week and for the XX pupils to have an individual speaking lesson per week. These lessons would not be able to be covered by the French teachers.

### KEY RESPONSIBILITIES/ACOUNTABILITIES:

Preparation of Sixth Form French students for public examination in French (oral component) through one-on-one/small groups sessions, reporting on a half-termly basis to the Head of French/Class teachers.

Preparation of native speakers for public examinations in French as decided by the Head of Modern Languages/Head of French. Sessions will typically be weekly in the late afternoon and reports on student progress should be written once per half-term.

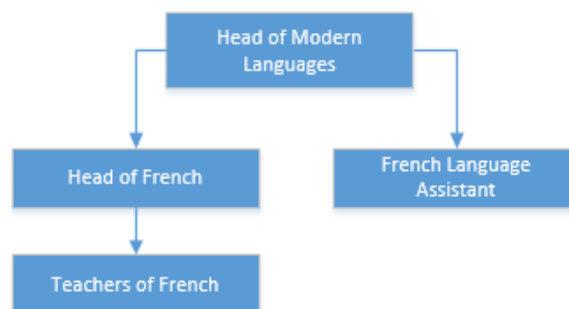
Support students with oral work in Middle School by organising lessons and support sessions (weekly) as timetabled and monitored by the Head of French.

Provide ad hoc enrichment activities in conjunction with members of the French department.

### RELATIONSHIPS

Internal	External
Sixth Form students	None
Middle School students	

### ORGANISATIONAL



### CHART

## PERSON SPECIFICATION

	Essential	Desirable	Method of assessment
<b>Qualifications</b>	Native speaker of French. School leaving certificate.	Degree (BA or equivalent). Degree in French/French literature/Education.	Production of the Applicant's certificates.  Discussion at interview.  Independent verification of qualifications.
<b>Experience</b>		Previous experience working in education with small groups (university/secondary education).	Contents of the application form. Interview. Professional references.
<b>Skills</b>	Understanding of needs of students learning a non-native tongue.  Ability to motivate and work effectively with students in small groups.  Ability to learn exam specifications and to prepare students for them specifically.		Contents of the application form.  Interview.  Professional references.
<b>Knowledge</b>	Accurate use of French language.  Good knowledge of ICT (eg Microsoft, OneNote).	Knowledge of exam specifications in French (CAIE IGCSE, AQA, IB).  Knowledge of French film/philosophy/literature.  Knowledge of modern French culture.	Contents of the application form.  Interview.  Professional references.

<p><b>Personal competencies and qualities</b></p>	<p>Motivation to work with children and young people.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Emotional resilience in working with challenging behaviours.</p> <p>Positive attitude to use of authority and maintaining discipline.</p> <p>Ability to motivate students.</p> <p>Ability to work as part of a team.</p> <p>The ability to work effectively in a school.</p>	<p>Patience for students learning a language</p> <p>Passion for the French speaking world and understanding of a wide variety of modern cultural issues.</p> <p>Ability to work independently.</p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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