

Job description – French Language Assistant



Job title	French Language Assistant – Part Time – 12 hours a week
Salary range	Bucks Pay Scale 4.21
Line management	Reports to Head of Modern Foreign Languages
Purpose of the role <i>This is a draft job description and the areas of responsibility will be developed to reflect the strengths of the appointee, their areas for development and aspirations</i>	
<ul style="list-style-type: none"> To improve GCSE and A level pupils' linguistic ability (focusing on speaking skills) and develop their knowledge of French society and culture. 	
Responsibilities	
Primary Responsibilities <ul style="list-style-type: none"> To deliver an appropriately challenging, relevant and differentiated curriculum for students and to support the teaching of languages within the school To plan stimulating activities and conversation classes 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 French teachers, through small groups of students. Introduce students to French culture through discussing topics such as current affairs, films, sport and festivals Preparing relevant and up-to-date materials for use in teaching that engage with topics being taught in the French curriculum, as well as reflecting current developments in language learning. To work with the Head of Department and the French teachers to understand the GCSE and A level speaking syllabus' and ensure conversation sessions are in keeping with this. Secondary duties <ul style="list-style-type: none"> 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 fluent 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 French speaking countries 	

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General responsibilities

- 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 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.
- The successful candidate will be expected to demonstrate effective time management and independence in the execution of their duties. Personal motivation and organisation are seen as important.

Safeguarding and Promoting the Welfare of Children and Young People

- Ensure a safe and supportive school culture that promotes the wellbeing of staff and students;
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school;
- Promote a culture of inclusion within the school so that views are valued and taken into account.
- Compliance with GDPR Legislation (effective from May 2018).

Health and Safety requirements

- To ensure compliance with working practices within the department to ensure that all Health and Safety procedures are being adhered to; awareness of site specific risks, also how to deal with emergencies and reporting of accidents and/or incidents.
- To complete all training procedures relating to Health and Safety.
- To ensure that practical area, tools, equipment, computer software and materials relevant to the subject area are kept in an operable and safe manner, and ready for use by staff and students.
- To ensure any third parties / visitors to the department are aware of on-site procedures and site specific risks.
- To consider all duties under health and safety law when planning departmental trips outside of school, both in UK and abroad. Also to ensure that all staff are aware of the requirement for written consent being obtained for all activities that need a higher level of risk management or take place outside school hours.

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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified.

As per part 7 of the Immigration Act 2016, “the ability to converse with ease with members of the public and provide advice in accurate spoken English” is an essential requirement for this role.

June 2019