

French Language Assistant

Required from 20th April 2020

Further Particulars

Aims of the MFL Department

The Department aims to promote an enthusiasm for language learning, an interest in other cultures and an awareness of the importance of languages in today's society in addition to an independent approach to study and a passion for learning.

The Department

There are currently fifteen members of staff plus eight language assistants, two in French and in Spanish and one each in German, Italian, Russian and Mandarin Chinese. The majority of teachers teach two languages and ten of the MFL teachers teach French at some level. The department is well equipped and resourced. It has its own office with computers for staff use; there are two Sanako digital language laboratories, one exclusively for 6th form use. All classrooms have interactive whiteboards and PCs. The members of the department share a common ethos and the atmosphere is very positive: staff willingly share their expertise and resources and volunteer for extra responsibilities as and when necessary. Trips to the theatre, to the cinema and to art galleries are frequent, as well as lunchtime and after-school activities run by staff and students. The school's modern languages society, Polyglot Society, is very active; it is run by the Sixth Form in order to bring awareness of languages to all sections of the school. Polyglot Society also takes responsibility for the termly MFL magazine, The Linguist.

The Curriculum

Modern Languages are a very popular option at the school, and French is one of the most popular of the six languages we offer. We have very good numbers at all levels, enjoy outstanding examination results and annually we send a good number of girls to top universities to study French, either in combination with another modern language, or with another subject.

Trips

There is a varied programme of exchanges and study trips for pupils throughout the school and all members of the Department are expected to contribute to the programme, either by taking trips or helping to organise them. The French Department runs frequent cinema, theatre and gallery outings, as well as exchanges.

Extracurricular activities

It is expected that each member of the Department will volunteer to run extracurricular activities. These could include responsibility for the Polyglot Society, the Miniglot Society for younger girls, theatre and cinema outings and visits to galleries.

External opportunities

There is a strong culture of professional development at the School. In addition to the openly advertised internal promotion and professional development posts, the School also offers a number of external opportunities.

Following the opening of two partnership schools, North London Collegiate School, Jeju (in South Korea), and North London Collegiate School, Dubai, staff in the UK have opportunities to be involved in monitoring visits to South Korea and Dubai, and to be involved in the recruitment and training of their staff. A number of exchange opportunities are available to staff, both to Korea, and to partner schools in the USA and Australia.

The School works closely with The Prince's Teaching Institute, which provides residential, subject-specialist teacher training to the maintained sector. The School pays for a number of staff from NLCS to attend the courses.

As part of the larger Senior School we benefit from being able to attend lectures and presentations from an eminent number of speakers, including John Bercow, Margaret Beckett, Brian Sewell, Tom Holland and Lord Winston.

JOB PROFILE

Line Management

The French Language Assistant will report directly to the Head of French with whom he/she meets weekly.

Responsibilities

The person appointed will be teaching approximately 35 x 35 minutes' periods over 5 days weekly throughout term time. They will help to prepare our pupils for their IGCSE, PRE-U and IB speaking examinations. The role of the Assistant includes the following areas:

- Provision of oral classes for all exam years
- Preparation and delivery of lessons for our bilingual students
- Assisting teachers in non-exam years during lesson time, when time allows
- Preparation of cultural and topic material for own and departmental use
- Support for specific students in exam years, extension where required, and lessons for staff

In addition, at certain times of year, the Assistant also helps with exam marking, collating materials, and admin as required by the HoD. The Assistant should also be available for a meeting each week with the HoD, either individually or with other Assistants, and should come to MFL departmental meetings when required.

Conversation lessons

- Sixth form conversation. The Assistant should be familiar with the oral exam modules at Pre-U and IB. To support the girls in their preparation, the weekly lessons should contain a variety of activities including debates, discussion of topical articles, and discussion of film, music or news clips as a stimulus for lively and productive discussion.
- Year 11 conversation. Girls will work in small groups to practise the skills of the narrative role play and the general conversation.
- Year 10 conversation (if offered).
- Years 7, 8 and 9 (if possible). The assistant accompanies the teacher to one lesson a week and takes small groups out as directed to practise the language content being learnt.

Preparation of material

- The Assistant should be aware of the requirements for the sixth form in terms of IB text types (and levels) and Pre-U topic areas.
- The Assistant should check magazine subscriptions for weekly for interesting/relevant articles which the girls can read or use for research, or which may be of use to teachers.
- Keep files of material according to topic and text type updated
- Keep up to date on TL culture, films, DVDs, books etc. which can be bought for the library or the department.
- Identify and transcribe useful news clips from relevant websites/satellite broadcasts for the girls to transcribe as listening practice.
- Contribute to the extra-curricular life of the department by researching potential theatre trips, cinema trips and the like and making teachers aware of these possibilities.

Other support

- At the beginning of the year, with the input of the HoD, the Assistant will put together a timetable for the sixth form and other scheduled classes. This can be altered further to discussion with the HoD and the pupils concerned.
- Provide conversation/grammar lessons (similar style to sixth form) for staff involved in teaching the foreign language if they so wish, and set/mark follow-up written work as appropriate
- Provide extension if required for girls undertaking university entrance with the foreign language as a subject specialism.
- Provide support for Year 11 girls who need grammar back-up/writing support/intensive work on conversation topics.
- Provide feedback on girls in Upper School and Sixth Form for the purposes of reporting and parents' evenings
- Keep a register of girls attending lessons and flag up absenteeism or unacceptable behaviour.
- During exam periods, undertake some marking of scripts for the department as a whole.

Person specification

We seek an energetic, well qualified and highly committed French native speaker possessing excellent language and literary skills, to provide dynamic assistance with the French teaching within this highly successful Modern Foreign Languages Department.

Key skills / Qualities

The person to be appointed to the role will ideally be an excellent communicator, with a positive and flexible attitude who can adapt to changing demands and priorities. We require a good team player with a proactive 'can do' approach and possess excellent interpersonal skills, capable of communicating his/her enthusiasm for languages to all and his/her vision for the department to colleagues. Strong ICT (Microsoft and other databases) and organisational skills are required as is the ability to manage a heavy workload and to deal swiftly and efficiently with day-to day matters as they arise. The ability to work independently as well as part of a team and to use initiative is required along with excellent accuracy and attention to detail.

Terms and Conditions

NLCS has its own salary scales. For this post the remuneration is at a rate of £20 per session. This role does not work July and August (up until 30th June) and 12.07% is added to all the language assistant hours for holiday pay, which is paid at the end of each term. The School is a member of a BUPA group scheme; subscription is open to all staff. Staff may pay into the Teachers' Pension Scheme. NLCS terms are shorter than the maintained sector. There is free use of the School's coach service and exclusive use of the indoor swimming pool, fitness suite and sports hall. Staff children who are selected to join the Senior School enjoy 25% fee remission (for up to 2 daughters).

Applications

Application should be made in writing to the Headmistress, Mrs Sarah Clark, with a letter of application, completed application form and the names and addresses of two professional referees, one of whom should ideally be the Head of the applicant's present school. If applying by email the application form should be sent to: tsrecruitment@nlcs.org.uk

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be asked to apply to the Disclosure and Barring Service for an Enhanced Disclosure.

Closing date for applications is Monday 27th January at 9am.

Interviews to be held on Thursday 30th January.