



## **JOB DESCRIPTION**

### **FRENCH LANGUAGE ASSISTANT**

The French Language Assistant will be required to:

- Teach 30-minute 1:1 oral lessons with Sixth Form pupils (about 12 per week)
- Prepare the material for the Sixth Form lessons and homework, which are all based on articles on particular topics (eg. immigration, religion)
- Help guide Sixth Formers with their oral research project
- Teach 30-minute lessons with groups of 5-6 Fifth Form pupils (about 10 per week), on topics such as free time, holidays, local area
- Prepare materials for 5th year lessons e.g. games, pairwork activities, prompt cards and role plays
- Attend a weekly 30-minute meeting with the Head of French
- Liaise regularly with teachers and tutors, providing them with attendance registers and progress reports and notifying staff of any issues
- Take an active interest in the progress of the pupils you teach
- Assist with creation and update of displays to keep pupils informed about current events, items of cultural/linguistic interest or exchanges
- Carry out administrative tasks when requested (eg. photocopying)
- Help with departmental visits and activities outside lessons
- Promote a French atmosphere within the Modern Languages Department
- Keep a register of pupil attendance and notify teachers of absence
- To check school email on a regular basis during the day and respond to colleagues as appropriate
- Give detailed and meaningful feedback on pupil performance on a weekly basis
- Be familiar with exam board specifications and mark schemes for public exams and follow departmental schemes of work

### **PERSON SPECIFICATION**

The following criteria are considered to be essential:

- Educated to degree level
- Orally fluent in French
- Genuine enthusiasm for the subject
- Ability to inspire and motivate pupils
- Good knowledge and experience of Francophone cultures
- Displays commitment to the protection and safeguarding of children and young people
- Values and respects the views and needs of children and young people

Abingdon School, Park Road, Abingdon, Oxfordshire, OX14 1DE

Tel: +44 (0)1235 521563

Fax: +44 (0)1235 849079

[www.abingdon.org.uk](http://www.abingdon.org.uk)

## TRAINING REQUIREMENTS

The following mandatory training will be provided:

- Equality & Diversity
- Fire Marshal \*
- Health & Safety Induction
- Additional Prevent Duty Channel Awareness Training \*
- Safeguarding Training (Triennial)

*\* only required if living in school accommodation*

## NOTES AND HOW TO APPLY

1. This is a fixed term contract from 1 September 2021 to 8 July 2022.
2. Allowance of circa £1127 per month plus accommodation and meals during term time.
3. This post is term time only (34 weeks). Term time is defined as the published school calendar dates. The postholder will also be required for staff training on INSET days prior to the start of term. Assistants teach 18 hours per week and are expected to be in school before 9am until 5pm each day for preparation, teaching and other tasks as set by the Head of French.
4. Accommodation is available on a licensee basis in order to enable the postholder to carry out duties outside of normal school hours, gain practical work experience and contribute to the efficiency and effectiveness of school life. No rent is charged for this accommodation, however, the accommodation and utilities will be treated as a taxable benefit in kind. The School is therefore required to declare the value of these benefits on the annual P11D. This can give rise to tax implications, depending on individual circumstances.
5. Candidates must have the right to work in the UK for the duration of this fixed term contract without any additional approvals. Appointment to the post will be subject to verification of the appointee's right to work in the UK.
6. Full details of the School can be found on the website: [www.abingdon.org.uk](http://www.abingdon.org.uk) or contact the Head of French, Mr Nathan Brittain, by email [nathan.brittain@abingdon.org.uk](mailto:nathan.brittain@abingdon.org.uk) if you require further information.
7. To apply, candidates should submit **by email** a letter of application, full CV including relevant experience and the names and contact details of two referees - one of which should be their current employer - no later than **Friday 5 March 2021** to [nathan.brittain@abingdon.org.uk](mailto:nathan.brittain@abingdon.org.uk).
8. Successful candidates will be contacted to arrange a Zoom interview during the week commencing **15 March 2021**.

*Abingdon is committed to safeguarding the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.*