



FRENCH LANGUAGE ASSISTANT

(fixed term contract for academic year from 1st September 2019)

The Perse School wishes to appoint an enthusiastic, well organised and engaging native French speaker to assist with inspiring a passion for Francophone culture in pupils and developing their French language skills. At IGCSE, the successful candidate will work with small groups of pupils to help them perfect their pronunciation and feel confident speaking spontaneously. At A-level, he/she will have a weekly lesson working with the students in pairs to continue to build on this knowledge so that by the end of Year 13 all students can speak confidently and fluently on a range of contemporary topics. The person appointed will have a genuine passion for Francophone culture and current affairs and be keen to play an active role in the wide range of events and trips organised by the thriving MFL department.

Full details about the School, its locality, staff benefits and current teaching staff profiles can be viewed and downloaded from the school website: <http://www.perse.co.uk/job-vacancies/>

The Department

All students at The Perse School study at least one modern foreign language to IGCSE. French is taught in ability sets from the Year 7 onwards. There are usually two French sets at AS and A2 level. The School currently follows the Edexcel specification for IGCSE and AQA for A-level. Departmental facilities include timetabled lessons for all pupils in an ICT room with language learning software, access to interactive whiteboards and an extensive collection of audiovisual resources. Expectations are high, and examination results are strong.

Further information about the department's curricular and extra-curricular activities (and public examination results) can be found on the School's website: www.perse.co.uk

Applicants without formal teaching qualifications

Applicants without formal teaching qualifications will be considered for this position but experience working with pupils learning languages and preparing them for examinations will be a considerable advantage.

2016 ISI Inspection Report

The Pelican, Prep and Upper were inspected during the spring of 2016. The inspection report can be viewed at <http://www.perse.co.uk/about-us/our-approach/inspection-reports/>

JOB SPECIFIC TERMS AND CONDITIONS

Working Hours

Your normal hours of work will be from registration in the morning (8.35am) until the end of all of the School's afternoon lessons, or the end of relevant extra-curricular activities, whichever is the later, on Mondays to Fridays (inclusive), during term time*. You are also expected to work some additional hours (including evening work where necessary) for which no overtime will be paid. Such additional hours will include, but not be limited to, participation in the School's sporting, recreational and enrichment programme and attendance at the School's parents' evenings, School Open events, etc. Normal hours of work include a half hour, unpaid lunch break.

Lunch is provided free of charge to staff on Mondays to Fridays worked at School during term time, where their working hours allow for a meal break and encompass the times of School lunch.

This post is term time only (35 weeks). Term time is defined as the published school term dates, plus two additional days immediately preceding the published start date of the Michaelmas term, and one additional day immediately prior to the published start date of the Lent term each academic year.

Salary

The Perse operates its own competitive salary structure, and the school is keen to recruit high quality staff. The salary will be £22,080 for the fixed term contract (1 September 2019 – 3 July 2020) which includes 6 weeks paid holiday. Salary scales will next be reviewed with effect from September 2019.

Holidays

Paid holiday entitlement is 6 weeks including Bank holidays per annum, which must be taken during School holidays. Other support staff benefits are outlined on the website:

https://www.perse.co.uk/wp-content/uploads/2019/01/Benefits_Support-Staff_JAN-2019.pdf

APPLICATION PROCESS

Safer Recruitment

The Perse School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including: references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

Recruitment Policy

The School's Recruitment, Selection and Disclosure Policy and Procedure is available for your information on the School website.

Applications

Applications are to be made using the School's **online application form**, available from the School website <http://www.perse.co.uk/job-vacancies/>

Any queries from job applicants may be addressed to: recruitment@perse.co.uk

HR Department, The Perse School, Hills Road, Cambridge, CB2 8QF.

Tel: 01223 403800.

Interviews

Candidates will be invited to spend a day at the School and meet the Senior Deputy Head, the Director of Modern Foreign Languages and the Head of French. Candidates will be asked to teach a small group lesson as part of the selection process and further details will be available from the Head of French. The closing date is **24th April at 11.00am**, interviews will be in the week beginning 29th April.

JOB DESCRIPTION

Accountability

The French Language Assistant is ultimately accountable to the Head through the Senior Deputy Head, but day to day accountability will be to the Director of Modern Foreign Languages and to the Head of French for the programme of study.

Key responsibilities

- Liaising with French teachers and the Head of French regularly to ensure that an appropriate programme of study is in place for each class
- Developing engaging and interesting teaching resources for this programme
- Teaching speaking skills to ensure impressive levels of vocabulary, accurate grammar, correct pronunciation and intonation, fluency and confidence
- Adapting lessons and resources to meet the needs of students with Special Educational Needs and provide stretch and challenge for the most able
- Assessing pupil progress and attainment in accordance with policies and providing regular feedback to teachers and the Head of French on this
- Taking a lead in teaching A-level students to select, research and prepare appropriate projects for their French speaking exams
- Taking a lead in developing an interesting programme of study for native speakers, considering their interests and study goals
- Offering guidance for supplementary personal study (reading, cinema, art, theatre or research for any other subject related project)
- Promoting Francophone culture and language learning via vibrant, up-to-date displays in the French OLT teaching room
- Contributing to and promoting extra-curricular activities and helping with evening events such as French plays, soirées and debating competitions
- Attending and contributing to departmental meetings

Experience

- Working with young people to develop their language proficiency
- Awareness of the IGCSE and A-level French curriculum (experience of the DELF qualification would also be useful but is not essential)
- Extensive knowledge of Francophone culture and current affairs

Qualifications

- Degree level (or equivalent) education
- Native French speaker

Skills

- Confident and accurate oral and written ability in French and English
- Proven communication and interpersonal skills
- High level of literacy and attention to detail
- Ability to take initiative and work independently
- Empathy for pupils, parents, staff and the community
- Committed to continual personal and professional development
- High order administrative skills, effectively manages commitments and deadlines
- ICT competence and willingness to learn and use new technologies
- Works collaboratively and supportively with colleagues within school and with colleagues in other organisations
- Respects and values the different experiences, ideas and backgrounds others can bring to work and to teams