



## **FRENCH LANGUAGE ASSISTANT** **(fixed term contract for academic year)**

The Perse School wishes to appoint an enthusiastic, well-organised and engaging French speaker to assist with inspiring pupils to develop their French language skills for a fixed period of 12 months during term time from 27<sup>th</sup> August 2021 to 31<sup>st</sup> August 2022 (the contract includes paid holiday). The successful candidate will work to develop students' spoken French skills and appreciation of Francophone cultures, as well as playing a key role in their preparation for GCSE, A Level and DELF speaking exams. The person appointed will have a genuine enthusiasm for the subject, will strive to inspire and motivate each of our pupils, and will actively promote French as part of a thriving MFL department at The Perse School.

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 pupils at The Perse School study at least one modern foreign language to GCSE with French being a very popular option. At least six classes of pupils sit the AQA GCSE exam each year. Post-GCSE we also buck the national trend, with French an increasingly popular subject. In addition to offering the AQA A Level, many of our pupils make the most of the Diplôme d'Étude de Langue Française (DELF) preparations we offer at B1 or B2 level. In recent years, we have had a number of pupils applying for French at university and we are now starting to see pupils apply to universities in Francophone countries.

We also aim to share our enjoyment of languages with our pupils through a wide variety of activities and events. As well as our popular French exchanges to Paris and Saint Jean-de-Luz, we have French societies for all ages and we regularly take part in French competitions. We have been very successful in regional and national debating competitions and essay competitions in recent years. All MFL staff are expected to help with these activities.

We benefit from excellent, state-of-the-art facilities and resources. In 2014 we moved into a new building, with dedicated classrooms, a purpose-built room for our language assistant and a large department office. This facilitates the collaborative approach and strong, supportive team culture that are highly prized by the department, which consists of ten talented and dedicated French teachers and a full-time language assistant. We also have access to the latest language learning software and a well-stocked library with an extensive collection of French films, books and magazines, which pupils are encouraged to use.

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](http://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.

### **2019 ISI Inspection Report**

The Pelican, Prep and Upper were inspected during the spring of 2019. 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 recreational and enrichment programme and attendance at the School's parents' evenings and School Open events. 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 three additional days immediately preceding the published start date of the Michaelmas term.

### **Salary**

The Perse operates its own competitive salary structure, and the school is keen to recruit high quality staff. The salary will be £22,588 for the fixed term contract, 12 months during term time from 27<sup>th</sup> August 2021 to 31<sup>st</sup> August 2022 (the contract includes paid holiday).

### **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/vacancies/why-work-at-the-perse/>

## **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**

Please click the 'Apply' button to register/sign-in and apply online.

Any queries from job applicants may be addressed to: [recruitment@perse.co.uk](mailto:recruitment@perse.co.uk) or to the Head of French, Francesca Hughes-Morgan [fhughes@perse.co.uk](mailto:fhughes@perse.co.uk)

### **Interviews**

Candidates will be invited to meet the Senior Deputy Head, the Director of Modern Foreign Languages and the Head of French. Interviews are most likely to be online and candidates will be asked to teach part of an online lesson as part of the selection process. The closing date is **Wednesday 24<sup>th</sup> February** at midday. Interviews will be on **Thursday 4<sup>th</sup> March**.

## **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**

- Preparing and delivering activities to small groups of Year 10 and Year 11 pupils to help get them ready for the role play, photo card and conversation sections of the AQA GCSE speaking exam;
- Preparing resources for and teaching 40 minute speaking lessons to pairs of Lower Sixth and Upper Sixth pupils to get them ready for the card section of the AQA A level speaking exam;
- Assisting Upper Sixth pupils with selecting, researching and preparing appropriate topics for their Independent Research projects;
- Working with pairs or small groups of DELF B1 and B2 pupils to prepare them for their speaking exams;
- Leading the provision of extra-curricular French for any native speakers and supporting them with preparation for any French exams;
- Co-teaching and, on occasion, leading lessons across the age range;
- Helping all pupils to develop their speaking skills to ensure impressive levels of vocabulary, accurate grammar and correct pronunciation, leading to high levels of fluency, spontaneity and confidence;
- Developing all pupils' understanding of and interest in Francophone cultures and current affairs;
- Ensuring lessons are tailored to meet pupils' Special Educational Needs and individual ability levels;
- Assessing and recording the work and progress of pupils and providing regular feedback on this to class teachers and the Head of French;
- Contributing to the development of resources for speaking and listening;
- Attending and contributing to departmental meetings;
- Maintaining professional skills through INSET and our Professional Development Programme;
- Producing displays to contribute to an attractive learning environment;
- Promoting and contributing to the running of the French extra-curricular programme e.g. assisting with French clubs, debating, plays, trips etc.
- Offering guidance for supplementary personal study in French both for extension and to support university applications;

### **PERSON SPECIFICATION**

- Degree level (or equivalent) education;
- Native French speaker;
- High level of written and spoken English;
- Awareness of the GCSE and A Level French speaking exam requirements
- Extensive knowledge of and interest in Francophone cultures and current affairs;
- Genuine passion for working with and teaching young people;
- Demonstrates high standards of behaviour and is able to model the School values (intellectual curiosity and scholarship, endeavour, breadth and balance, and valuing one another and the environment);
- Proven communication and interpersonal skills;
- Attention to detail and ability to work independently and use initiative;
- 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;
- Respects and values the different experiences, ideas and backgrounds others can bring to work and to teams;

- Emotional resilience to cope with and learn from challenging situations;

*DRC/HR, January 2021*