



Talbot Heath
Independent School for Girls aged 3-18

HONOUR BEFORE HONOURS

JOB DESCRIPTION

JOB TITLE:	French Language Assistant
ACCOUNTABLE TO:	Head of Faculty
HOURS OF WORK:	From September to May Half Term [Term-Time Only] 13 Hours a week Hours may vary depending on timetable structure

Job Purpose:

To provide support to pupils enabling development of their oral fluency across the school and in preparation for the oral part of public examinations (GCSE and A level).

Main Responsibilities :

- To support the teaching of French at all levels by helping pupils to develop their oral fluency.
- To have a clear understanding of the requirements of each speaking examination, with appropriate guidance from the Head of French.
- To help pupils to prepare for the speaking test at GCSE and A Level by taking small groups out of lessons for oral practice.
- To help 6th form students to prepare for the speaking part of public examinations
- To monitor attendance at oral classes, reporting absences to the Head of French and tutors
- To feed into the reporting process by providing comments of pupils' progress, attitude and effort.
- To provide extra support for students who might be struggling in French as directed by the Head of Subject and / or the Head of Department.
- To work with other language assistants to produce suitable displays for the MFL department.
- To support the teaching of French by finding and collating interesting authentic language resources. To be willing to accompany teachers on trips and excursions where appropriate.