



Bristol
Grammar
School

Job Description

French Language
Assistant

Bristol Grammar School: a company limited by guarantee, company number: 5142007
Registered Office: University Road, Bristol, BS8 1SR. Registered Charity Number: 1104425

Life changing

Job Role Specification

Post: French Language Assistant

Line Manager: Head of French

Anticipated start date: September 2019

The Languages Department

There are twelve members of staff who teach languages; all deliver both French and either German, Russian or Spanish. French and Spanish is taught from Year 7 and German and Russian are offered as a second modern language from Year 8, alongside Latin and Classical Greek. All students at this point must continue with at least one of either French or Spanish. Modern Languages occupy a major place in the school's curriculum and the study of at least one modern language is compulsory at GCSE. We have a dedicated subject-base where each classroom is equipped with a data projector and audio facilities and staff have their own laptop which they are expected to exploit fully in their teaching.

Students are, at present, taught French and Spanish in mixed ability groups in Year 7. Optional languages are taught in mixed groups from Year 8 onwards. All candidates are expected to achieve a grade C or above at GCSE every year.

Current class sizes in Years 9 to 11 may vary with up to 24 students per teaching set. Students take either the Edexcel GCSE qualifications or AQA GCSE in their chosen language, with all assessment being at the end of the course. In the Sixth Form students typically achieve at grade B or higher in languages. Lessons in all years are supplemented by authentic language resources and teachers are adept at using Smart Notebook to plan and deliver lessons. There is a tradition of linguists continuing to Oxbridge and other universities. We offer foreign trips to meet the needs of students studying languages at any age. The school is developing links with the University of Bristol and we seek to take advantage of relevant cultural opportunities in the city whenever they arise.

We encourage our students to take part in local and national linguistic competitions such as the Linguistics Olympiad and Vocab Express Challenges; the successful candidate should be prepared to support these enrichment opportunities.

Purpose of the job

To develop and enrich students' language skills and communication of the language, primarily working with students in small groups or individuals.

Duties and Responsibilities

The successful candidate will:

- Focus on exam classes in Years 10, 11 and Sixth Form but also work with younger year groups as part of a support programme.
- Liaise with their Line Manager to support Bi-lingual students should support be required to the necessary skills for these students to complete GCSE
- Contribute to the life of the department by supporting enrichment activities such as lunchtime language clubs and special events such as the 'soiree' evening.
- Prepare materials and also help out with departmental work as necessary – you may be asked on occasion to mark some students work
- Provide a sheet of vocabulary to support students' learning in each lesson on each different topic.
- Feedback students' progress to their academic teacher on a regular basis.
- Conform to the School's Code of Conduct.
- Adhere to the School's safeguarding procedures

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Candidate Specification

It is expected that the French Language Assistant will possess the following attributes:

L = assessed through evidence from application form, references and letter of application	I = assessed at interview	E / D = Essential / Desirable	
The ability to communicate in a Modern Language as a sympathetic native speaker, with humour and sensitivity	L	I	E
Expert knowledge of all aspects of language study and the ability to relate this to young people	L	I	E
Prior experience of providing access to language for students aged 11-18	L	I	D
Passion for developing language skills and supporting a global perspective in young people	L	I	E
Ability to multi-task and manage your own priorities and workload	L	I	E
A self-starter who is motivated and shows initiative	L	I	E
A sense of humour and an optimistic, resilient style when faced with pressure		I	E
The ability to develop good working relationships with all members of the School community	L		E
A well organised and resourceful approach to their work and have the ability to meet deadlines	L	I	E
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school	L		E
An enthusiastic and approachable nature		I	E
Be able to communicate well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with any challenging behaviour • Professional attitudes to use of authority and maintaining discipline • Understanding of safeguarding and promoting the welfare of young people 	L	I	E

Working hours and conditions

Working Hours	16 hours per week term-time only for a fixed period from September to 31 May. The weekly working hours will be determined by the Head of Subject once timetabling has been completed.
Salary	The salary is equivalent to £12.78 per hour
Pension	The School is part of the Teachers Superannuation Scheme and all teachers are automatically included in the Scheme.
Lunch	School lunch is provided during term time.
Education	At present the School's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subjects to their children meeting the academic entry requirements and subject to a place being available.
Sports Facilities	Free use of school sports facilities.
Library	Free use of the school Library.
Car Parking	No car parking is provided during term time.

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

How to apply

Application forms should be accompanied by a *brief* covering letter addressed to the Headmaster, Mr R I MacKinnon, and should be sent to Miss Rose Moscrop, HR Administrator, Bristol Grammar School, University Road, Bristol, BS8 1SR, bgshr@bgs.bristol.sch.uk

The closing date for applications is Thursday 22 August, at 9am.

Interviews will planned for the week commencing 02 September 2019.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.