



Stoke Newington School
& Sixth Form

Job Pack

French Language Assistant

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Job advertisement

French Language assistant

18.5 hours per week

Term time only, fixed term for 1 year, starting in October 2021.

Scale 4, actual salary £10,765.77- £11,357.73 per annum

The School:

Stoke Newington School & Sixth Form is a “good with outstanding features” school. We pride ourselves in providing our students with inspiring and creative teaching and learning opportunities within the curriculum and through our programme of extra-curricular activities. We aim that every child aspires to and achieves excellence.

We are looking for conscientious, professional team players who are passionate about ensuring every one of our students achieves their full potential.

Applying for the role:

The closing date for receipt of applications is **midday Thursday 23rd September 2021**. Interviews will be **w/c 27th September 2021**.



Job description

Job title: French Language Assistant

Directorate: Stoke Newington School & Sixth Form

Reporting to: Head of French and Head of MFL

Grade: Scale 4, actual salary **£10,765.77- £11,357.73**

Purpose of this post:

Staff joining the department should have excellent subject knowledge and an interest in the target language country, literature and film culture. They need to be flexible, have a positive disposition towards challenges and change, and share resources openly. They should show a willingness to contribute to the wider life of the department through helping with clubs and cultural activities.

Main duties and responsibilities

- To support the teaching of the Target Language at KS3 and KS4 by helping pupils to develop their oral fluency within or outside the classroom. Individually, in pairs or small groups.
- To accompany MFL staff on primary school visits for taster sessions to smooth transition into secondary.
- To have a clear understanding of the Edexcel GCSE and A-Level Speaking Examinations requirements.
- To help pupils to prepare for the GCSE and A-Level speaking tests by taking small groups or individual students out of lessons for oral practice.
- To organise a timetable for Year 11 and 13 speaking sessions from September, so that pupils are seen on a regular basis following a rota.
- To be able to deliver enrichment/after-school sessions. One hour for GCSE and one hour for A-Level according to school calendar constraints.
- To monitor attendance at enrichment/after-school sessions, reporting absences to teachers of corresponding groups.
- To feed into the school progress check process by providing comments of pupils' progress level, attitude to learning and effort.
- To provide extra support for students who might be struggling in the target language as directed by their teachers or the Head of Department.

- To produce action-plan packs for targeted GCSE and A-Level students. With the help of lead teachers, liaise with parents to inform and support their progress in completing those packs.
- To work with other language assistants to produce suitable displays for the MFL department.
- To support the teaching of the target language by finding and collating interesting authentic language resources.
- To be willing to support the MFL Faculty in organising and joining in extra-curricular activities: local trips, theatre visits, cinema, language events, etc.

General requirements

- Enhanced DBS check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- The post holder must at all times carry out his/her responsibilities with due regard to The Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with The Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Job title:	French Language Assistant
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Person Specification

	Essential	Desirable
Education Attainment	✓	✓
<ul style="list-style-type: none"> Native-level fluency in French 	✓	
<ul style="list-style-type: none"> Excellent written skills in French 	✓	
<ul style="list-style-type: none"> Excellent knowledge of French grammar 	✓	
<ul style="list-style-type: none"> Secondary school qualification in French (Baccalauréat, IB, A level or equivalent) 		✓
<ul style="list-style-type: none"> Degree / Postgraduate qualification either in French or in another related subject from a university in a French speaking country 		✓
Experience		
<ul style="list-style-type: none"> Has lived in a Francophon speaking country 		✓
<ul style="list-style-type: none"> Working with others 	✓	
<ul style="list-style-type: none"> Working as a language assistant or working with young people in an educational environment 	✓	
Knowledge and Understanding		
<ul style="list-style-type: none"> Current affairs, especially linked to France and French speaking countries 	✓	
<ul style="list-style-type: none"> Advanced French grammar 	✓	
<ul style="list-style-type: none"> Native-level idiom 	✓	
<ul style="list-style-type: none"> French literature and cinema 	✓	
<ul style="list-style-type: none"> IGCSE, A level and IB curricula in French 	✓	
<ul style="list-style-type: none"> The demands of teaching in an inner city comprehensive secondary school. 	✓	
<ul style="list-style-type: none"> The difficulties faced by pupils in speaking French 	✓	
<ul style="list-style-type: none"> The need to encourage pupils and build confidence 	✓	
<ul style="list-style-type: none"> The challenges of preparing for speaking exams 	✓	

<ul style="list-style-type: none"> • The need to be flexible and work as part of a team 	✓	
<ul style="list-style-type: none"> • The need to communicate effectively with colleagues 	✓	
<ul style="list-style-type: none"> • Criteria for speaking examinations 	✓	
Skills and Interests		
<ul style="list-style-type: none"> • Excellent communicator, able to communicate at all levels in English and French 	✓	
<ul style="list-style-type: none"> • Numerical 	✓	
<ul style="list-style-type: none"> • Organised and able to prioritise workload 	✓	
<ul style="list-style-type: none"> • Ability to work well in a team and independently 	✓	
<ul style="list-style-type: none"> • Knowledgeable 	✓	
<ul style="list-style-type: none"> • Excellent communicator, able to communicate at all levels in English and French 	✓	
<ul style="list-style-type: none"> • French language and culture 		✓
<ul style="list-style-type: none"> • Francophone/Hispanic history, cinema and literature 		✓
<ul style="list-style-type: none"> • Current affairs 		✓
<ul style="list-style-type: none"> • Interest in other languages and cultures 		✓