



Queen's College, London

Established 1848

French Language Assistant

The Modern Languages Department

The Modern Languages department at Queen's College, London comprises three full-time members of staff, four part-time teachers, and three language assistants. All pupils study French in Years 7, 8 and 9 and are set by ability shortly after joining the College. During Year 7 there are taster courses in other modern languages, and each pupil selects one of these (Italian, Mandarin Chinese or Spanish) to study in Years 8 and 9 in addition to French.

All languages are offered at GCSE and every pupil is required to take at least one language and may take two or three (French and Italian/Spanish/Mandarin/Latin). All the languages except Mandarin are currently taught to A-level. Students may choose to take the HSK qualification in Mandarin as an extracurricular option in Year 12.

There is a World Cinema Club, Italian Culture Club and Spelling Bee in school and exchange and homestay programmes, as well as a further trip to Paris and regular events and excursions throughout the year for all four languages.

The Modern Languages department is innovative and forward-looking. Keen to explore new ways of language teaching, the department has embedded the use of digital technologies such as One Note in its classroom practice and shares this expertise with teachers across the College. The College has links with language departments across a number of different schools.

The Role

We are seeking to appoint a well-qualified French Language Assistant to deliver conversation lessons to our students taking IGCSE (Edexcel) and A-level (AQA) French. The successful candidate will be a native speaker of French who has proficiency in English, and who enjoys working with students and contributing to a team. Prior experience of teaching is desirable but not essential. This is a full-time, permanent position with some classroom teaching (we have a comprehensive induction programme, and we provide pedagogical support for those new to teaching across the College).

Key Responsibilities

Reporting to: Head of Modern Languages

- Deliver A-level conversation classes and support pupils in their preparation for examinations. Lessons will include a variety of activities, including debates, discussion of topical articles and discussion of film, music or news clips to promote lively and productive discussions.
- Maintain familiarity with the oral examination component of the qualification.
- Deliver IGCSE conversation classes to small groups of pupils to practise their oral language skills for examinations.
- Lead teaching for two to three French classes at Key Stage 3.
- Prepare cultural and topical material for use in conversation classes and for departmental use.
- Support specific pupils in preparation for examinations and provide extension classes, where required.
- Assist with exam marking, collating materials and administrative tasks, as required.

Other Duties

- Undertake additional duties that are commensurate with the role, as reasonably required.

All staff are expected to:

- Be aware of and committed to the ethos and values of Queen's
- Take an active role in the development and implementation of school policies and in the whole life of the school
- Ensure that there are equal opportunities for all
- Adhere to school policies and procedures
- Be fully committed to safeguarding and promoting the welfare of children

Person Specification

The person appointed is highly likely to have the following qualifications, skills, and experience:

- Qualified to degree level
- Native proficiency of French
- Experience of teaching from ages 11-18 (desirable)
- Demonstrable commitment to continuing professional development (CPD)
- A desire to promote all aspects of learning languages with enthusiasm and imagination
- Excellent organisational and administrative skills and a willingness to work collaboratively within the department and beyond
- Approachable and empathetic to the needs of others
- Enthusiasm and an ability to use own initiative
- Ability to prioritise and work flexibly as workloads require, and a willingness to take ownership of tasks
- Excellent attention to detail and ability to actively question and clarify information
- A role model who demonstrates professionalism at all times
- A sense of humour and a positive 'can do' attitude
- Understanding of Safeguarding and Child Protection protocols

Terms and Conditions

- Permanent position
- Full-time
- Start date: September 2024 (or earlier if possible)
- The salary for this role will be competitive, dependent on qualifications, skills, and experience
- Free lunch in the Dining Hall during term time
- Healthcare insurance (taxable benefit)
- Defined Contribution pension scheme (up to 22% employer contribution)
- Wellness Allowance
- Cycle to Work Scheme
- Employee Assistance Programme

Queen's College, London is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo the requisite pre-employment procedures, including checks with past employers and the Disclosure and Barring Service.

During the shortlisting process, Queen's College, London will consider carrying out an online search on shortlisted candidates as part of its due diligence.

This post is 'exempt' from the Rehabilitation of Offenders Act 1974; all shortlisted applicants will be required to declare:

- *All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974*
- *All spent adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020*

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further guidance on disclosure can be found [HERE](#).

Queen's College, London recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome applications from people of all backgrounds.