



## French Language Assistant

UCS Senior School

Candidate Brief

*Full Time – Required for September 2023*





## UCS HAMPSTEAD

University College School was founded in 1830 to promote principles of liberal scholarship. That remains our first and overriding aim. Intellectual curiosity, breadth of study and independence of mind combine to achieve academic excellence; they are not subordinate to it.

Initially located in Gower Street, as part of University College London, the School was revolutionary in its approach to education, having as a fundamental principle that religion, in any form, should neither be an entry requirement nor a taught subject, believing rather that faith is a matter for the family and the individual - a tradition that continues today. The UCS Foundation, now independent of the University, comprises three schools: the Senior School (950 pupils: 11-18), the Junior Branch (250 pupils: 7-11) and the Pre-Prep (130 pupils: 3-7).

All three schools are set in attractive locations. In 1891 the Junior Branch was established at Holly Hill, Hampstead, followed in 1907 by the School's separation from UCL, and the acquisition

of the Senior School's current purpose-built accommodation in Froggnal, opened by King Edward VII. The Pre-Prep is based nearby. All three schools have full use of the extensive playing fields (including a large all-weather pitch and two pavilions) in West Hampstead.

UCS remains true to the liberal traditions of its founders and continues to work hard to foster independence of mind among its pupils and to value their individuality. Academic results are excellent. Music and drama are very strong at UCS and the school offers an outstanding range of co-curricular activities and enrichment opportunities. The school has a fine record in team games, with shared endeavour and good sportsmanship held in high regard.

# THE ORGANISATION OF UCS

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Whilst the Headmaster of UCS is in overall control of all three schools in the Foundation, day-to-day management and planning at the Junior Branch is in the hands of the JB's own Headmaster and his deputies. Similarly, The Pre-Prep has its own Head who reports to the Headmaster of the JB.

Sixty pupils each year transfer from the JB to the Senior School and are joined by sixty pupils from outside feeder schools who win places through competitive examination. In Years 7 and 8 (Entry and Shell), these children are supervised by a team of pastoral Year Wardens, Form Tutors and Head of Lower School. In Year 9 (Lower Remove), pupils join the Middle School and are allocated to the six Demes (or houses) which form the basis of the pastoral structure of the school until pupils leave at the end of the Sixth Form. Each Deme is managed by a Deme Warden and a team of Form Tutors and the Head of Middle School or Head of Sixth Form.

Admission at all entry points is heavily oversubscribed. Whilst UCS operates within a highly competitive marketplace, our reputation as a happy, well-balanced environment that respects the individuality of each pupil allows us to retain the advantages of a highly selective school. We are particularly proud of our reputation for pastoral care and for co-curricular activities, as well as our high academic standards.



## THE SENIOR SCHOOL CURRICULUM

In Years 7 and 8, pupils follow a full core curriculum with time devoted to Drama, Art, Technology, PSHE, PE and sport as well as to the more traditional academic curriculum. Pupils study General Science in Year 7, and the three separate sciences from Year 8 onwards. There is no setting or streaming. This approach continues into Year 9, where the other language options are added to the curriculum. Mathematics is set by ability in Years 9, 10 and 11. All pupils currently study ten subjects to GCSE (IGCSE in the case of a number of subjects), including English Language, English Literature, Mathematics, at least one science subject and at least one modern language. All pupils study four subjects in Year 12. They may choose to drop one of these in Year 13 when a number of pupils choose to take an Extended Project Qualification.



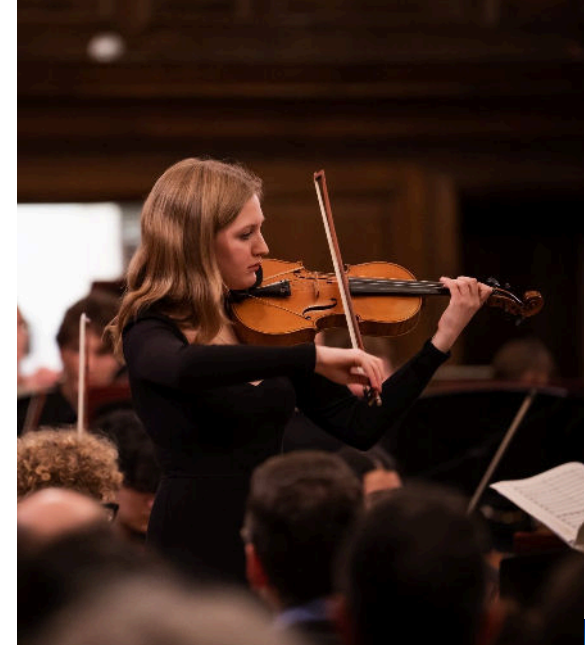
# SPORTS AND CO-CURRICULAR ACTIVITIES AT THE SENIOR SCHOOL

The school offers outstanding facilities and opportunities exist for a number of different sports and activities, including Rugby, Netball, Football, Hockey, Cricket, Tennis, Athletics, Badminton, Cross-Country, Basketball, Swimming, Fives, Table Tennis, Fencing, Aerobics, Dance, Yoga, Bouldering, Karate, Rowing and Squash. All pupils are required to play games as part of their normal curriculum and a large number represent the school.

There is a wide range of co-curricular activities and school societies. Music is particularly strong, with multiple choirs, Orchestra, Wind Band, Chamber Choir, Chamber Orchestra, Concert Band, jazz and rock groups, as well as many smaller ensembles. The school has a fully equipped theatre that is heavily used for our own productions as well as by visiting professional actors and musicians. A large number

of plays and musicals are staged each year, with opportunities for pupils to direct as well as to act and provide technical support, and an annual production is performed at the Edinburgh Fringe Festival. Over 60 clubs and societies meet on a weekly basis, often run by pupils. Gender Politics Society, Wellbeing Society, Cultural Awareness Society and Green Impact Society, the environmental action group, are all currently popular. Debating and Model United Nations, Young Enterprise, Chess and Robotics regularly send teams to competitions with great success. Pupil journalism thrives at UCS, with pupils editing and producing the school magazine, *The Tortoise*, as well as *Bocca*, a Classics and Art History journal, *Interlingua*, the modern languages journal, and others. School trips are arranged on a regular basis and UCS has close links with schools in France, Germany, Spain, Uganda and India. UCS has

partnerships with Westminster Academy, UCL Academy, Michaela Community School and the London Academy of Excellence Stratford, as well as a number of primary schools. Pupils currently raise roughly £20,000 per year for a range of charities that they select themselves as part of a Community Action initiative. Academic Enrichment Weeks, Women in Sport Week and the non-curricular Activities Week annually broaden and embellish the UCS educational experience.





## THE MODERN LANGUAGES DEPARTMENT

The Modern Languages Department at UCS comprises twenty-one members of staff, including the Heads of French, German, Italian, Mandarin and Spanish. The Department has its own suite of rooms in the Bentham Building. There are ten classrooms, a resource room and two rooms for conversation lessons. Each classroom has projection facilities and an interactive whiteboard. Teachers are supported by seven native speaker language assistants, two in each of French and Spanish, and one in each of the other languages we offer.

In years 7 and 8, French is a core subject and is taught to pupils in mixed groups of beginners, who have joined the school at the age of 11 without previous experience of the language, and of 'non-beginners', often with experience of French from our own junior school or from other preparatory schools. There is a Spanish lunchtime club in Year 7 and Italian, Mandarin, Japanese and German clubs in year 8.

In year 9, pupils must choose at least one language (and a maximum of three) from French (non-beginners), German

(beginners), Italian (beginners), Mandarin (beginners) and Spanish (beginners).

In year 10, pupils decide which GCSE subjects they will pursue and must take at least one modern language. Pupils are prepared for the AQA GCSE exams in French, German, Italian and Spanish and the Edexcel GCSE in Mandarin. Around 80 pupils take French, 25 German, 10 Italian, 10 Mandarin and 70 Spanish to GCSE each year.

At the end of year 11, pupils choose four subjects to study in Year 12. We offer the AQA A Level course in French, Spanish, German and Italian and Pearson in Mandarin. For Sixth Form pupils there is also currently the possibility to be involved in the Modern Languages Academic Enrichment programme on a Friday afternoon.

The Modern Languages Department maintains an excellent track record in preparing pupils for higher education and offers a specific programme of study for each pupil applying for Oxbridge. Throughout the school, the department

strives to offer as much variety and intellectual stimulation as possible, whilst tailoring tuition to individual pupils' needs. The department organises overseas trips; recent destinations include Antibes, Montpellier, Hamburg, Salzburg, Valencia, Seville, Buenos Aires and China. In addition teachers organise frequent cinema, museum and theatre outings. Pupils are also actively encouraged to partake in a number of language events and competitions, such as internal vocabulary leagues, Lower School and Middle School Linguistics competitions, national French and Spanish debating competitions, the UK Linguistics Olympiad and the Anthea Bell Queen's College, Oxford Translation Competitions.

# THE FRENCH DEPARTMENT

The French Department at University College School consists of twelve teachers, a number of whom also teach another language. The department is committed not only to developing a high level of linguistic competence in our pupils, but also to bringing French and Francophone culture to life through engaging lessons, cultural visits and trips to countries where the language is spoken. Teachers are encouraged to use authentic material, films and internet resources, and to assist with the running of co-curricular clubs. An engagement with and knowledge of current affairs in French and Francophone countries is a key part of the syllabus at A level. There is an established Oxbridge preparation programme in place, designed to allow pupils to achieve a high level of linguistic confidence and an in-depth knowledge of Francophone literature.

# LANGUAGE ASSISTANTS' RESPONSIBILITIES

All language assistants deliver up to 31 timetable periods per week. Their responsibilities are as follows. Each language assistant is line-managed by the relevant head of language.

- To provide weekly individual or small group conversation lessons for A level pupils in order to prepare them well for the oral component of the AQA A Level specification
- To provide weekly small group conversation lessons for GCSE pupils in order to prepare them for the GCSE speaking examination
- To conduct internal speaking assessments with pupils at both GCSE and A Level
- To run extra sessions for native French speakers in years 7 and 8 to develop their oral and written fluency
- To work with Oxbridge French applicants to develop their skills in literary and cinematographic analysis, as well as their awareness of French current affairs and linguistic and oral skills
- To monitor attendance at conversation lessons and to liaise with class teachers accordingly
- To keep accurate and regular notes of the progress of pupils and to liaise with class teachers in this regard
- To run co-curricular clubs and activities, as guided by the Head of French
- To develop resources for teachers in the department, as guided by the Head of French



## SALARY AND BENEFITS

The salary for this role will be c. £30k per annum, dependent on qualifications and experience.

The school offers a range of benefits including interest-free loans to help with daily travel expenses, heavily subsidised membership of UCS Active (the school's private health and fitness club), fee remission for staff children who are admitted to the school and access to an employee assistance programme.

# CHILD PROTECTION

University College School is fully committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an Enhanced check for Regulated Activity from the Disclosure and Barring Service (DBS) before a formal offer of employment is made. This is a requirement as the position is within a school working with children aged under 18. UCS will also undertake its own recruitment checks through contact with previous employers, referees, and others, to confirm applicants' identities and their professional records.

# ARRANGEMENTS FOR THE APPOINTMENT


In addition to completing the UCS application form, applicants should provide a full Curriculum Vitae and a supporting letter as soon as possible.

There is no closing date for this appointment and applications will be considered on receipt.

We reserve the right to interview and appoint at any stage during this process.





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