



## Language Assistant (French)

### Fixed-term contract

Completed applications should be emailed to [recruitment@mgs.org](mailto:recruitment@mgs.org)

Deadline for applications: 09:00 on Wednesday 18 September 2019

## **Language Assistant (French)**

### **The role**

We are seeking to appoint, as soon as possible, a part-time French Language Assistant to work in our large and highly successful Modern Languages department.

This is a fixed-term contract which will end on 31 May 2020.

We are looking for a native French speaker who will be able to share their passion for their language and culture with our talented pupils, with the aim of improving their spoken French and cultural awareness.

Our language assistants are expected to contribute to the wider life of the Modern Languages Department through participation in enrichment activities and events.

The post will be paid according to British Council rates. The successful candidate can expect to have around 18 hours a week contact time with pupils during term time.

### **The Modern Languages Department**

The Modern Languages department is highly regarded by pupils, staff and parents. We are passionate in our belief in the importance of language learning for our pupils and our innovative curriculum offers them breadth and choice. In the Senior School the Modern Languages department offers *ab initio* courses in Chinese, French, German and Spanish in Year 7, and all pupils choose one language at this level. In Year 9 pupils may choose a second, third and even fourth modern language from French, German, Italian, Chinese, Russian and Spanish. In Years 10 and 11 all pupils must take at least one modern foreign language at IGCSE or GCSE. French, Russian and Spanish are offered in the Sixth Form at A-level, whilst German, Italian and Chinese are offered as a Cambridge Pre U. The Modern Languages department has a particularly strong record of Oxbridge success and every year, large numbers of pupils are accepted to read Modern Languages at leading universities.

The department currently consists of nineteen full-time and part-time language specialists and seven native-speaking language assistants. We offer a wide range of trips and exchange visits, including to France, Germany, Russia, Italy, Spain and China. We have strong partnerships with schools in France, Germany, Italy and China. In addition, there is a diverse programme of co-curricular language clubs and activities.

The department is housed in its own accommodation, the Mason Building. All classrooms are equipped with computers and data projectors. In addition, we have two language laboratories, equipped with computerised work stations, Sanako software and internet access, as well as a dedicated Sixth Form study area. All Language Assistants have their own rooms in which to hold conversation classes with small groups of pupils.

Alongside the curriculum the department runs a host of co-curricular activities. There are clubs and societies in all year groups, where boys give or listen to talks, watch films or discuss books. We run a number of language events throughout the academic year and

also enter regional and national competitions such as the Northern Schools Debating Competition or the Spelling Bee.

### **Person Specification**

- Excellent subject knowledge – a native speaker of French with knowledge of, and interest in, French current affairs and contemporary culture
- Good interpersonal skills in order to be able to interact with young people and encourage them to speak
- The ability to use a variety of approaches and to adapt their methods to pupils of different ages and with varying degrees of competency
- Good organisational skills
- An ability to work closely with colleagues to ensure maximum progress for pupils
- The ability to work as part of a team
- A willingness to participate in the wider life of the department and the School
- A flexible and enthusiastic attitude

### **Job Description**

- Using a variety of resources, prepare well-planned conversation classes for GCSE pupils and Sixth Form pupils in small groups, pairs or individually
- Liaise with teachers to ensure that what is covered is course and age-appropriate
- Support Year 13 pupils with individual research projects
- Assist class teachers in delivering speaking activities to whole classes
- Keep records of attendance for conversation classes and liaise closely with the Head of Department to follow up absence
- Keep a record of the work covered by Sixth Form linguists and provide verbal and written feedback for pupils and teachers
- Conduct and mark internal speaking examinations in all year groups
- Assist teachers in the preparation of resources and provide guidance on authentic use of the language
- Provide opportunities for Modern Languages teachers to have conversation practice as part of their professional development
- Attend Modern Languages and whole school meetings and training events when required
- Contribute to the wider Modern Languages Department by supporting enrichment activities such as clubs and societies or one-off language events
- Maintain a positive and professional approach when dealing with pupils, staff and parents
- Promote good behaviour amongst pupils
- Promote the general progress and well-being of individual pupils
- Positively promote the school to parents, pupils and in the wider community

## **Why work at MGS?**

### **The School**

The Manchester Grammar School has a long and distinguished history, and is an exciting, stimulating and rewarding community in which to work.

It was founded in 1515, by Hugh Oldham, Bishop of Exeter, to prepare able boys from the Manchester area, regardless of their background, to go to Oxford or Cambridge. The School has gained an international reputation for academic excellence, and enjoys a strong record of success with top universities, both in the UK and overseas.

We take our motto, *Sapere Aude* ('Dare to be Wise'), as meaning that we must challenge our pupils and expect to be challenged by them, and this is one of the things which makes teaching at MGS so rewarding.

In 2018 The Manchester Grammar School was the Sunday Times Schools Guide Northwest Independent School of the Year.

### **Bursaries and social mobility**

MGS's Foundation Bursary Appeal has been the most successful appeal of its kind held by any school and is a cornerstone of our ethos. Its aim is to ensure that a place at MGS is available to any boy who passes our entrance assessments, regardless of his family's financial background. More than 200 boys currently receive full or partial means-tested bursaries. (The average bursary is 90% of the school fee.) Our long-term ambition is to be needs-blind, so that every boy who passes our entrance assessments can take up a place, regardless of his parents' ability to pay.

### **Our pupils**

The School comprises over 1550 boys in Years 3 to 13. All boys are assessed for entry on the basis of their considerable potential by observing their individual talents in imaginative lessons. A formal entrance exam only plays a part in entry to Year 7. Our admissions policy aims to be needs-blind to enable the School to be a diverse community of talented individuals from all backgrounds.

Boys come from across the North-West and from every type of background, and the boys who join the School each year come in equal numbers from maintained and independent primary schools.

### **Our staff**

We have a large, friendly and supportive staff who come from every walk of life. In addition to teaching staff we have a host of other essential roles, including administrators, technicians, librarians, cleaners, grounds and maintenance staff, nurses, secretaries and caterers. All members of staff at MGS work together to serve the interests of our pupils. The School aims to provide a good working environment for all staff, and we are all responsible for creating a happy and purposeful working atmosphere.

We are committed to the professional development of our staff, and provide training and opportunities to attend relevant courses.

All staff have access to a communal social area, and we have a number of staff social events during the year. Parking and bike racks are available on-site, and staff may purchase a good-value lunch on-site; catering is excellent.

### **Our co-curriculum**

The co-curriculum is central to the ethos of MGS. Life outside the classroom is extraordinarily vibrant, both in terms of its diversity and quantity, and is a source of great enjoyment and challenge for our pupils and staff alike. It includes a vast amount and range of sport, music, drama, adventure, service and intellectual activities.

The School values the passion and commitment of its teachers in sharing their interests and enthusiasms with pupils outside of the classroom and seeks to enable staff to play to their passions whenever possible. Staff are given great autonomy over the activities they organise, and our pupils are given equal freedom to develop passions of their own.

Some numbers may best illustrate what we offer. We have over 150 clubs and societies, 95 representative sports teams and 40 different sports. We have 24 musical groups with 280 participants, and typically more than a dozen drama productions each year.

Every year 250 pupils go on four week-long camps and we have overseas treks; we offer a wide range of outdoor pursuits and are one of the largest centres for D of E in the North-West. Alongside this there is a vast range of educational trips and visits, both in the UK and abroad. On average, each pupil spends twelve days a year on trips.

In 2018 *School Sport* magazine named Manchester Grammar School as the best school for sport in the North of England, and placed the School in the top five schools nationally.

Visit our website to find out more.

### **Our facilities**

Facilities are excellent. Recent developments have included the purchase of a new Steinway Model D grand piano for the Memorial Hall. There is also a new sports hall, astro-turf and major upgrades to our multi-gym, swimming pool and sports pitches. We have an exceptionally equipped theatre and drama studios and award-winning Junior School buildings.

### **Manchester and the North-West**

Manchester is a vibrant and exciting place, as you would fully expect of Britain's second city. One of the fastest growing cities in Europe, it has a cosmopolitan outlook, a flourishing, varied cultural life and excellent restaurants and nightlife. It is a wonderful, stimulating place to live, with outstanding sport and leisure facilities, catering for every possible interest.

Theatre is vibrant and diverse, with venues including the innovative Royal Exchange, Home, The Lowry (in Salford Quays), Palace Theatre and Opera House. The Bridgewater Hall is an international centre of musical excellence and home to three major orchestras, whilst the Manchester Evening News Arena, the Apollo and many smaller venues contribute to the diverse range of music on offer in the city.

Befitting a city with such rich history and traditions, Manchester has excellent galleries and museums, and is, of course, a major centre for soccer, cricket, cycling and many other sports. Media City in Salford (adjacent to Manchester) is one of the country's most important centres for television and radio production, and is growing all the time.

Whilst offering all that you would expect from a major city, Manchester has the advantage of being very accessible and enjoys excellent transport links. London is only two hours away by train and Manchester's international airport is only five miles from the School. Areas of outstanding natural beauty are close by. The Peak District National Park, the Pennine Way and the Cheshire Plain are within an hour's drive, whilst the Lake District and Snowdonia are within two hours.

There is a wide choice of places to live, with ample rented accommodation. Property prices compare very favourably with those elsewhere in the country. Many staff live in the South Manchester suburbs, but others live surrounded by the Pennine moors or the Derbyshire hills. There is an excellent choice of schools, both private and maintained, at all levels.

For more information about the city, visit [www.visitmanchester.com](http://www.visitmanchester.com).

## **How to apply**

Candidates of any age and any level of experience are invited to apply. Appropriate induction and support will be given.

Applicants should complete an application form: this can be downloaded from the vacancies section of the School's website [www.mgs.org/vacancies](http://www.mgs.org/vacancies) and emailed to [recruitment@mgs.org](mailto:recruitment@mgs.org). The closing date is 9.00am on Wednesday 18 September 2019, and we expect to hold interviews shortly afterwards.

The Manchester Grammar School is an equal opportunities employer and we welcome applications from all sections of the community. We are committed to safeguarding and promoting the welfare of children and successful applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Our Safer Recruitment policy may be viewed on our website (click on 'our policies' at the bottom of the homepage).

***We would like to thank all applicants for their interest in the School and for taking the time to apply. However, please note that, because of the high volume of applications we receive, we regret that we are unable to reply individually to each application. Applicants who have not heard from us by 25 September should assume that they have not been shortlisted for interview.***

September 2019