**JOB DESCRIPTION**

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| **POST TITLE:** | **Foreign Language Assistant (French)** |
| **RESPONSIBLE TO:** | **Course Leader for French** |
| **GRADE:** | **Support Staff Scale Pt. 22-25: £38,420 - £41,484 pro rata**  **Actual Salary: £9,839 - £10,624 per annum** |
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| **PURPOSE OF POST:** | You will work with students on an individual or small group basis, supporting the development of their language skills and preparing them for their oral examinations. You will identify and prepare resources and discussion materials, helping students to extend their vocabulary and increase their confidence. |

**1. Small Group Work**

1. Planning and preparing conversation classes for small groups or individuals.

1. Leading small groups in discussions and debates in French.
2. Preparing students for the speaking component of the A Level exam.
3. Providing feedback to students in preparation for the speaking component.
4. Working with the students assigned to you according to their educational needs, including the setting and reviewing of work to be carried out by the student
5. Monitoring the progress and development of students in regard to the subject requirements.

**2. Other Activities**

1. Promoting the general progress and well-being of individual students and of any group of students assigned to you.

**(b)** Communicating and consulting with the Course Leader for French regarding students as appropriate.

**(c)** Meeting with teaching staff on a regular basis to plan your work.

**(d)** Work with the teacher in the classroom

**(e)** Observe the class teacher to build and develop your own classroom management techniques and get to know your students

**3. Assessment and Reports**

Providing or contributing to oral assessments, reports and references relating to individual students and groups of students where appropriate.

**4. Appraisal and Staff Development**

1. Participating in appraisal of your performance in line with College and Trust policies.
2. Participating in arrangements for your further training and professional development.

**5. General**

Participating in administration and organisational tasks related to such duties as are described above

All staff have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students’ welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.

The post holder’s duties must at all times be carried out in compliance with the College’s Equality, Diversity and Inclusion Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the College’s responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the College’s vision and values and to demonstrate these values through their behaviour.

***This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Principal) as the needs of the College change.***

**PERSON SPECIFICATION**

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| **Criteria** | **Essential/ Desirable** | **Selection Process and Means of Identification** |
| Qualifications   * Qualified to degree level | D | Application form  Certificates  Interview |
| Experience   * Native speaker * Successful experience of working with young people * Knowledge of the current A Level specification | D  E  D | Application form  Interview |
| Skills & Aptitudes   * Excellent communication and interpersonal skills * Good IT skills * Good administrative and organisational skills | E  E  E | Application form  Interview  References |
| Personal Qualities   * Willingness to work as part of a team of committed teachers and support staff adapting and refining approaches * Commitment to improving all students’ foreign language speaking skills * Initiative * Enthusiasm * Able to form positive, supportive and respectful relationships with students * Interest in the language and culture of francophone countries | E  E  E  E  E  E | Application form  Interview  References |

**Salary and Conditions of Service**

Fixed Term 1 September 2025 to 30 June 2026

Part Time, 37 weeks per year during term time

Salary Pt 22-25: £38,420 - £41,484 pro rata, actual salary £9,839 - £10,624 per annum

Thank you for your interest in the post of Foreign Language Assistant. The normal working hours are 11 hours per week, over two days. Holidays are 26 days plus bank holidays pro rata, to be taken during the College holiday periods.

Applications are made via our careers portal but if you wish to speak to anyone about this post and the application process, please contact hr@qeliz.ac.uk.