



# French Foreign Language Assistant



**Employment Status:**

Part Time, Fixed Term, Term Time

**Required from:**

As soon as possible until 8 July 2022

**Job Location:**

Senior School

**Application Closing Date:**

Midday Monday 1 November 2021

**Interview Date:**

Longlisted Interviews – Friday 5 November 2021

Shortlisted Interviews – Tuesday 9 November 2021

\* Early applications encouraged as the College may choose to appoint at any time during the application process.



## THE DEPARTMENT

French at St Dunstan's is a vibrant, energetic, and forward-thinking department with a team of excellent practitioners. The Department has modern curricula and emphasises the importance of target language in all teaching.

MFL speaking lessons are taught in well-equipped classrooms which facilitate the use of latest digital innovation, and the department has a rich stock of teaching resources.

French sits alongside two other Modern Foreign Languages (MFL) at St Dunstan's (German and Spanish), with Mandarin being introduced in September 2022. In addition, all students study Latin for Years 7 and 8 within the Classics Department.

In Year 7 students have the choice of two MFL options from Spanish, French, and German (with Mandarin from September 2022). Students choose one language to study from Year 8 onwards. There is a thriving 'Dual Linguist Programme' for those more able students to continue the study of two languages through Years 8 and 9.

At the end of Year 9 students choose to follow either one or two languages through to IGCSE in Years 10 and 11. French students currently follow the Pearson Edexcel course at IGCSE and the AQA course at Advanced Level.

The department supports language and linguistic-based applications to prestigious institutions of higher education. In recent years, prior to Centre/Teacher Assessment Grades, 60% of GCSE students taking French achieved 9-7 grades, and 100% achieved A\*-B grades at A Level.

There is a strong sense of communal purpose and collaboration between MFL teachers and foreign language assistants, and we are particularly keen to share cultural knowledge and understanding from native speakers. Teachers also draw on their experiences of travel and work beyond teaching to create a rich social sense in the target language.

## THE ROLE

The successful applicant will be part of a well-established and experienced team reporting to the Head of Modern Foreign Languages, as well as working closely with all French teachers.

Responsibilities will include:

- Planning and running 1-1 language sessions with A level students
- Planning and running small group speaking sessions with GCSE classes
- Planning and running the French dual linguist Forder courses for Years 8 and 9
- Running Forder academic enrichment sessions for exam group students
- Running and maintaining organisation of 'Keep Warm' sessions (lessons for bilingual students)
- Maintaining MFL social media sites
- Assisting with the organisation of trips abroad and in the UK
- Creating resources in French for teaching colleagues and students
- Advancing linguistic competency of French teaching across the College
- Organising and running activities and enrichment sessions throughout the week during Forder sessions
- Assisting with community language outreach projects
- Creating displays for the department
- Planning and running French lessons for dual linguist students in years 8 and 9.
- Running French-based co-curricular cultural activities.

# JOB DESCRIPTION

Responsible to: Head of Modern Foreign Languages

## Main Duties

- Teach students both within small group and individual settings, at GCSE and A Level, preparing students for their speaking public exams in French
- Promote the study of languages amongst students at all levels of the College, including running the dual linguist French course (for KS3 – small groups), and the keep warm French club – for students already at a high level in the language due to heritage (1:1 or small groups)
- Assist in tracking the attainment of A Level students and mark draft speaking scripts or materials from them, noting the areas for improvement and checking on this being completed
- Keep clear records of students' attainment within French conversational lessons, and with support from the Head of MFL, make individualized targets for improvement at GCSE and A Level, using the departmental forms of WWW (What Went Well) and EBI (Even Better If).
- Early in role and with support from the Head of MFL, attain a clear knowledge of examination board requirements at GCSE and A Level for our students and ensure speaking experience and support materials develop students in line with specifications.
- Assist in the preparation of departmental and speaking resource material, working closely with the subject teachers in the department.

## Secondary Duties

Promoting French across the College in the running of cultural events and language culture co-curricular clubs.

Assist in the organisation and running of trips.

## Hours of Work

24 hours per week. Term-time only.

Hours of work to be agreed with the successful candidate, although these must be during term time and between the hours of 0830 and 1630, Monday to Friday.

Some flexibility will be required with this post and any additional hours worked can be taken flexibly as *Time Off in Lieu (TOIL)*.





# PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
<b>Qualification/s and Training</b>		
French qualification		X
French linguistic knowledge to a fluent level	X	
<b>Experience</b>		
Experience of working with young people		X
Experience of working in a school setting		X
<b>Skills and Knowledge</b>		
Excellent literacy/numeracy skills	X	
Knowledge of iGCSE / A level specifications		X
Competent in the use of IT packages, including Excel and Microsoft 365		X
Excellent written and verbal communication skills in both French and English	X	
Ability to plan, organise and prioritise	X	
<b>Personal Qualities</b>		
Eagerness to learn	X	
Flexible in approach and a willingness to respond to changing priorities	X	
Ability to work under pressure	X	
Hard working, professional work ethic, with a desire to deliver high standards	X	
Warm and friendly manner, with an ability to work effectively with students, staff and parents, both alone and as part of a team	X	
Ability to use own initiative, to ensure consistency and efficacy in the work place	X	

## THE PACKAGE

### Salary

S3 Support Staff Salary Banding  
Actual Salary £13,034 - £15,640 (FTE £26,011 - £31,212)

### Pension:

Contributory Pension Scheme ISPS (DC)\*

### Benefits:

Tuition fee remission (which is means tested and capped) and no registration fees\*  
Private Health Care Insurance (50% paid by employer) with reduced health club membership  
Health care cash plan  
Free lunch and beverages, during term time  
Staff Accommodation (subject to availability; competitive market rate)  
Free off-road parking  
Salary Sacrifice Schemes  
Season Ticket Loan  
Free winter and summer social events  
Annual flu immunisation

(\*Conditions apply)





# St Dunstan's

— College —

Stanstead Road, London SE6 4TY  
A co-educational, independent College for ages 3 to 18  
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