

CANDIDATE INFORMATION

French Speaking Language Assistant

Permanent, Part-time, Term Time Only.

Independent Day School for over 1100 students
Co-educated Junior School (3-11),
Boys' School (11-16), Girls' School (11-16),
Co-educated Sixth Form (16-18)



DAME ALLAN'S SCHOOLS
building the future

French Speaking Language Assistant

Dame Allan's Schools wish to appoint a fluent speaker of French to be part of our vibrant, high achieving and friendly Modern Foreign Languages team. You will share your passion and inspire our pupils with your knowledge of the French language and culture.

The selected individual will hold French conversation with individuals and small groups of pupils at GCSE and A level. This position would suit an individual with varying levels of teaching experience and qualifications or an individual with no teaching experience. The selected individual will be required to fit around lunchtimes and pupils' free periods.

Department Information



There is a strong expectation that Dame Allan's students will aim high, reach their full potential in examinations and enjoy the study and speaking of French as a Modern Foreign Language.

We are proud of our successful language department, which is thriving at a time when numbers studying languages nationally are dropping. At Dame Allan's we fully support the many benefits language learning can bring and it is our aim to develop the ability to use French, German and Spanish for the purposes of practical communication in real situations with some degree of fluency. We believe that studying a language helps to provide an appreciation of the countries and cultures in which the languages are spoken, as well as combat insularity and encourage positive attitudes to

the speakers of other languages. We know that linguists can develop a greater awareness of how their own language works and they can acquire learning skills of a more general application, such as analysis, memorising, deducing meaning, collaboration and independent learning. Crucially, we feel that language learning provides enjoyment and personal satisfaction.

As a department, all of our teaching is informed by the importance of enthusiasm for our subject and high expectations of all our students. We aim for high-quality use of the target language as much as practicable and plan lessons and schemes of work with emphasis on clear learning outcomes for the students. Equally, appropriate pace and variety to maintain levels of concentration and a commitment to humour and making languages fun are an essential aspect of our approach, as is a willingness to share ideas with colleagues.

We are a strong and committed MFL team, consisting currently of six full time members of staff, three part-time teachers and our language assistants.

Ethos and Co-curricular

The department values the positive impact of extracurricular activities and trips abroad on student learning and their enthusiasm for languages. We believe passionately in the need to put language into context and hence run several different visits abroad and work experience as follows:

- St Omer Trip, a study trip for Y8. Boys and girls and several French-speaking staff spend 4-5 days in a château in St Omer.
- Normandy visit for Y9 students in conjunction with the History Department.
- Paris visit (annual) for Y10 students at the end of the summer term.
- Germany visit (biennial), a study trip for Y8 and Y9 boys and girls.
- Berlin trip (biennial), a study trip for KS4 and KS5 pupils.
- Spain Trip (annual), a study trip for Y10 and Y12 to Valencia.
- Work experience in Germany, France and Spain for sixth form students.



Job Description

The French Speaking Language Assistant reports to the Head of MFL. The aim of the role is to improve the language fluency of our GCSE and A level pupils who are studying French. This role is based at the Senior School at our Fenham site.

Key Duties and Responsibilities

This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

- Inspire, motivate and give confidence to our pupils in the spoken language through the delivery of well-planned and stimulating lessons delivered in a positive learning environment and employing authentic materials;
- Show a genuine passion in communicating their language and culture;
- Prepare pupils thoroughly for the speaking sections of GCSE and A level examinations taking account of exam board specifications and mark schemes;
- Prepare and conduct internal speaking examinations;
- Provide constructive feedback to pupils when required;
- Keep Head of Department and Language Teachers up-to-date with individual pupil progress/concerns;
- Keep accurate records of pupil attendance;
- Follow the Schools' policy for rewards and sanctions;
- Prepare conversation sessions and resources beyond contact hours.

General

- Maintain strict confidentiality of all information belonging to the Schools. It is important, and a condition of employment, that all information of any kind is treated as confidential and not disclosed or used other than as authorised and in the proper performance of the Schools' business.
- Take responsibility for their own professional development, continually keep updated and contribute to the Schools as a learning organisation.
- To contribute to the Health and Safety of pupils and other staff in accordance with Health and Safety regulations and HSE legislation.
- Comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person and undertake safeguarding training.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos, work and aims of the Schools.
- To undertake any other duties and responsibilities, which do not change the character and purpose of the post as directed by the Principal/ Bursar.

Person Specification

The successful applicant should possess the following experience, qualifications and qualities:

- Fluent speaker of French and an understanding of the French language culture;
- Previous experience of working as a language assistant or with young people is desirable;
- Able to motivate and support pupil learning;
- Excellent communication skills;
- An understanding of the public modern language exams is desirable;
- Good ICT skills, preferably experience with Google suite;
- Professional approach to work and well organised;

- Motivated and able to work on own initiative and as part of a team;
- Able to work carefully with attention to detail and meet deadlines;
- Flexible approach to work;
- Well presented and confident;
- Able to form good working relationships with pupils and colleagues;
- Able to use own initiative and judgement to solve problems;
- Seeks continuous improvement of service, systems and personal development.

Ready to Apply?

1. Please read the Application and Recruitment process on our website along with the Recruitment and Privacy Notice.
2. Complete the [Employment Application form](#).
3. Complete the [Equal Opportunities form](#).
3. Email your completed application form along with your covering letter to hr@dameallans.co.uk by the closing date and time.

The closing date for applications is Monday, 5 June 2023 at noon.

Terms and Conditions

Hours:

5 hours per week GCSE and 2 hours per week A-level, term time only.

Salary:

£25.00 per hour which includes session preparation time.

Benefits:

Language Assistants are invited to join the Teachers' Pension Scheme and the Schools provide a contribution to the scheme. The Teachers' Pension Scheme also provides a life assurance scheme.

You will be provided with a Google Chromebook to use during your employment for the planning and delivery of lessons.

All staff receive free school lunches during term time for staff on site.

A formal contract, detailing terms and conditions, will be extended following completion of all safeguarding/pre-employment checks.

Questions

Please direct any questions to the HR department:

Email: hr@dameallans.co.uk

Phone: 0191 274 5910

Thank you for your interest in applying to work at Dame Allan's Schools.

The Schools are committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

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RATED EXCELLENT BY THE INDEPENDENT
SCHOOLS INSPECTORATE

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Dame Allan's Schools



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