

**JOB DESCRIPTION**

**Name:**

**Job Title: French Language Assistant**

**Line Manager: Head of Modern Foreign Languages (MFL)**

**Summary of Job**

To prepare and deliver French speaking classes to students, preparing them for the oral component of their exam. Sessions should be designed to improve fluency, vocabulary and cultural knowledge.

**Responsibilities**

* To give structured and planned speaking classes on a weekly basis to small groups of A Level French students.
* To work closely with the Head of MFL to prepare lessons which allow students to talk about key topics from the A level French Syllabus. A scheme of work will be provided by the Head of MFL.
* To arrive in good time in preparation for the lesson.
* To work the timetable agreed with the Head of MFL.
* To help devise material for speaking classes if requested.
* To work with individuals, small groups or a whole class, as specified by the teachers of French.
* To work with subject teachers to prepare 6.1 and 6.2 students for their oral examinations.
* To insist on high standards of work, behaviour, attendance and punctuality from students.
* To participate in arrangements for preparing students for public examinations.
* To carry out internal examinations and practice examinations and to record student progress.
* To motivate, encourage and provide constructive feedback to students.
* To attend training and meetings as appropriate.
* To maintain registers and report on absences.
* To participate fully in Staff Appraisal according to the College requirements and undertake training as required.
* To keep up-to-date with Quality Improvement initiatives and to be aware of, and meet, service standards for the department.
* To carry out other tasks, as may be reasonably required by the Head of MFL.
* To demonstrate an awareness and commitment to equality, diversity and inclusion, health and safety and safeguarding.
* To carry out other reasonable requests as may be required from time to time by the Principal.