

## PENRYN COLLEGE

### JOB DESCRIPTION

<b>Job Title:</b>	French Language Assistant
<b>Grade:</b>	E
<b>Responsible to:</b>	Head of Modern Foreign Languages
<b>Direct supervisory responsibility:</b>	None
<b>Indirect supervisory responsibility:</b>	None
<b>Important Functional Relationships:</b>	Modern Foreign Language Department, Headteacher, Teaching staff, Teaching Assistants, Pupils, Support Staff, Parents

#### **Main Purpose of Job:**

To help students improve their French.

#### **Main Duties and Responsibilities:**

Within Penryn College School Policies, standards, procedures, guidelines, targets and methods:-

1. To work under the supervision/direction of the classroom teacher either working alongside the teacher in the classroom, or working with small groups outside the main classroom.
2. Planning lessons or parts of lessons where appropriate.
3. Preparing materials where appropriate.
4. Helping to prepare students for the speaking component of the GCSE exam.
5. Becoming familiar with the format and requirements of the speaking component of French examination course.
6. To encourage a sense of enthusiasm for spoken French and the culture of the country.
7. To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
8. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
9. To maintain confidentiality of information acquired in the course of undertaking duties for the department.

10. The post holder is responsible for his/her own self-development on a continuous basis.

11. To undertake other duties appropriate to the grading of the post as required.

Date Prepared: November 2022

Job Description Prepared by: Penryn College

## PERSON SPECIFICATION

**Job Title:** French Language Assistant

**Department:** School based

**Person Specification prepared by:** Head of Modern Foreign Languages

**Date prepared:** November 2022

Attributes	Essential	Desirable	How Identified
<b>Relevant Experience</b>	At least 2 years' experience of working with children.	Experience of working with children within a classroom environment or similar at different key stages or within different departments.	Application form. Interview.
<b>Education and Training</b>	Fluency in French Education to post – A level standard.	Experience of similar work. Fluency in Spanish.	Application form. Interview.
<b>Special Knowledge and Skills</b>	Good literacy skills. Organisational skills. Good communication skills. Good ICT skills.	Knowledge of a range of issues relevant to education and child development.	Interview.
<b>Any additional factors</b>	Ability to relate to young people and parents. Able to prioritise between different demands. Able to work to deadlines. Self-motivated, and able to work in a team. An interest in students and their education. Patient and friendly approach. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview.

