

**Role Title:** French Language Assistant  
**Location:** The Leys School  
**Responsible to:** Head of French/Head of Modern Foreign Languages

**Main Purpose of the role**

As a Foreign Language Assistant (FLA) you will be assisting the language teacher with the language classes or teaching small groups on your own. Your role will be to improve your pupils' confidence in communicating in languages and help classes to become more interactive and fun by discussing contemporary aspects of youth culture in your country such as current affairs, education, sport, fashion, films, TV, and lifestyles and celebrations.

**Responsibilities and Accountabilities:**

- Prepare pupils for their IGCSE (Edexcel specification) & A Level (AQA) Speaking exams
- Create and collate resources
- Liaise with the language teacher with regards to marking & assessment
  - Possible one-to-one tuition for (near) native speakers
- Promote cultural awareness and understanding
- Support the Department to contribute to pupils reaching their potential and accessing the curriculum
- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual pupils and small groups
- Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed
- Establish and maintain supportive relationships with individual pupils and small groups to ensure they understand and can achieve the tasks, may also maintain and establish supportive relationships with parents and carers
- Assist in developing a positive learning environment and developing classroom resources are required
- The post holder will undertake any other duties commensurate with the grade of the post, in consultation with the line manager

**Support for School/Academy/Place of work:**

- Participation in staff events by arrangement
- Attend Staff Meetings
- Contribute and participate in School events and activities where possible
- Develop and maintain effective working relationships with other staff and parents/carers
- Adhere to the School values
- Follow school policies, practices, and procedures

**Continuing Professional Development:**

- In conjunction with the Head of Department, take responsibility for personal and professional development, keeping up to date with research and developments related to department efficiency, which can contribute to improvements in the daily running of the School

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- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping

## **General Tasks**

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Head of Modern Foreign Languages, Head of French, Head/Bursar, or other senior member of SMT as appropriate.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School code of conduct and confidentiality.
- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.

Signature:

Date:

**The list of tasks or duties and responsibilities described above is not exhaustive but sets out the main expectations of the School concerning the post holder's professional responsibilities and duties. The School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.**

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<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"> <li>• Good educational background with GCSE or equivalent in the English Language</li> <li>• Native Speaker and/or A Level in language being offered</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Willingness to undergo further training and development</li> <li>• Positive and enthusiastic approach toward work</li> <li>• Ability to act on own initiative</li> <li>• Kindness and empathy towards students and colleagues.</li> <li>• Ability to work as part of a team effectively</li> </ul>	
Specialist Skills and Experience	<ul style="list-style-type: none"> <li>• Experience in supporting children in a classroom environment, including those with a range of learning needs or challenging behaviour</li> <li>• Experience of working with children across all key stages with evidence of having achieved successful pupil outcomes</li> <li>• Understanding of the education system</li> <li>• Understanding how children learn</li> <li>• Understanding of phonics, numeracy, and literacy development</li> <li>• A sound grasp of the concept of inclusive practice</li> <li>• Knowledge of the concept of confidentiality</li> <li>• Awareness of child protection issues</li> <li>• Skilled at making and sustaining positive relationships with children</li> <li>• Skilled at developing children's self-esteem and motivation so that they become resilient, independent learners</li> <li>• Able to work closely with pupils who are finding learning difficult, or those who have experienced a feeling of failure</li> <li>• Ability to use language and other communication skills that parents, pupils and staff members can understand and relate to</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in working closely with parents in successful home-school partnerships that support pupils' needs</li> </ul>

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	<ul style="list-style-type: none"><li>• Capable of planning intervention work, assessing the needs and achievements of children and maintaining appropriate records</li><li>• Excellent written and oral communication skills.</li><li>• Ability to contribute to team meetings and contribute ideas</li></ul>	
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