

FRENCH CONVERSATIONAL LANGUAGE ASSISTANT

Candidate Pack



HEADTEACHER'S WELCOME



Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we know you are busy so have put some key information in this pack to help you understand who we are and what we do.

Our school was founded 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and, as demand outstripped space, it moved to its current setting, in the Hertfordshire countryside, in 1976.

Today, Owen's is an exciting place to work where *"staff overwhelmingly feel well cared for"* and behaviour is *"exemplary."* [Ofsted December 2023] Ours is a school where teachers love talking about teaching and learning, where relationships between students and staff are positive and strong, and where we do what we can to keep workload manageable. We are never complacent; we are always looking for marginal gains in order to keep what we do reasonable, but exciting. It is the combination of interested students, dedicated staff, supportive parents, a rigorous and empathetic Governing Body and school leadership team (staff and student) which makes our school such a special place to be.

Dame Alice Owen's School is a mixed, partially selective secondary school with approximately 1,440 students including over 400 in our vibrant and highly successful sixth form. Our school benefits from some of the most able students in the country. In the 2023 A level examinations; 60% of all A level grades were A*-A with 82% of grades being awarded A*-B. In GCSE examinations, students achieved an average Attainment 8 score of 71.2 and a Progress 8 score of 0.63 with 24% of all grades awarded at level 9 and 95% of students achieving 5 or more grades 9 – 4 including English and Maths. Many of our school leavers from Year 13 have offers from top universities to choose from, including an average of 24 places at Oxbridge each year.

We were delighted to be recognised as 'The Sunday Times Regional School of the Decade' in 2020 and the country's highest ranking non-fully selective state school of the year many times over. Securing a place at Owen's has been described as *"winning the lottery"* in the Good School Guide, *"the golden ticket"* in Tatler and Ofsted judged us *"outstanding"* in all categories in December 2023, with no areas for improvement.

If you'd like to come and join us, we would love to meet you and talk to you more. Please call to arrange a chat, if you would like to, or just send us your completed application pack. I look forward to meeting you

Hannah Nemko
Headteacher



FRENCH CONVERSATIONAL LANGUAGE ASSISTANT

**Part Time, Permanent Post
Required for September 2024**

Closing date: 9am, Wednesday 10th of July 2024

Interview date: Friday 12th of July 2024

Approximately 6.5 hours per week, term time only
(Exact hours to be confirmed depending on the number of students studying French A Level)

Salary Scale: H6/19 – actual annual salary £4,374 based on FTE salary of £29,777

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

The Governing Body of this highly successful, partially selective, mixed school, invites applications for the post of part-time French Conversational Language Assistant. We are seeking a highly motivated, enthusiastic, native (or near native) speaker of French to join our outstanding Languages team. You will need to be able to work with small groups and individual students to develop their conversational French skills. The successful candidate will have the cultural knowledge and understanding that comes from having lived and worked in a Francophone country, and will be excited to impart this to their students. You do not need to be a qualified teacher as full training will be given to the successful candidate.

In 2023, 82% of French A Level results were graded A* - A with 100% A* - C. 90% of students secured five 9-5 grades in their GCSEs. 48% of French GCSE results were graded 9-7 and 84% were graded 9-5.

The school is situated on an attractive 35-acre site in the Green Belt, has excellent facilities and is committed to an extensive programme of staff development. Central London is easily reached by rail from Potters Bar and the school is close to motorway links.



DAME ALICE
DOWNS
SCHOOL



WHY WORK AT OWEN'S

At Dame Alice Owen's, we appreciate that when staff are well looked after, and conditions are right for learning, students and staff thrive.

Owen's has a relaxed, supportive environment, the atmosphere is friendly and collegial and staff are nurtured and supported. Students at Owen's are engaged, well-motivated and behavioural issues are rare and well managed. Therefore, it is a place where you can focus your energies on developing effective teaching and learning strategies and grow as a practitioner. The Senior Leadership team are fully aware of the importance of a good work life balance and are mindful of this when supporting the teams they line manage. Meetings are kept to a minimum, as is cover, courtesy of a team of dedicated cover supervisors. There are regular, whole staff and departmental social events throughout the year, and, with a nod to our 400 year old traditions, Owen's is often a fun and interesting place to be.

Teaching at Owen's is not just a job; it's a fulfilling and rewarding experience that goes beyond the classroom, positively shaping both students' futures and teachers' careers. If you would like to work in a school where your passion for education can truly flourish, Owen's is the perfect place for you.

In addition to this we also offer a variety of benefits including:

- Access to an Employee Assistance Package, which provides staff with a wide range of health and wellbeing services including 24 hour access to a GP;
- Excellent facilities and resources including a Fitness Suite which is open to all staff for certain hours outside of the school day;
- Free on school site parking;
- Staff child places, in line with our admissions procedures;
- A great location - the school is situated on an attractive 35-acre site in the Green Belt. Central London is easily reached, in 15 minutes, by rail from Potters Bar and the school is close to motorway links.

Hear from members of our Staff in the [video here](#) about why they enjoy working at Dame Alice Owen's School.



JOB DESCRIPTION

Post Title: French Conversational Language Assistant
Responsible to: Head of French

Job Purpose

- To assist with the teaching of MFL by delivering conversation lessons to individual students or small groups of students, as arranged by the Head of French.
- To improve students' communication skills and develop their knowledge of different societies and cultures.
- To support the work of the MFL department, and to encourage pupils to express themselves orally, and to discuss socio-cultural topics as per the exam board specification.

Teaching and Learning

- To teach well prepared, challenging lessons in accordance with Dame Alice Owen's expectations;
- To assist with the preparation of resource materials;
- To promote a stimulating learning environment;
- To have high expectations within lessons and report any areas of concern to the Head of French;
- To correct any work produced during, or as a follow up to a conversation lesson;
- To aid in examination marking, where necessary; and
- To conduct mock speaking tests with students, where necessary;

General requirements

- To promote the study of languages amongst students at all levels;
- To provide clear and useful feedback to students as required;
- To keep records of student progress and update the Head of Language regularly on student progress, areas of concern etc;
- To assist subject teachers in the running of MFL activities;
- To accompany MFL teachers on foreign visits and exchanges, as well as cinema and theatre trips, where necessary;
- To arrive promptly to class;
- To conduct themselves as a member of staff and be aware of the example they should set to students;
- To check email regularly and respond in a timely manner
- To familiarise themselves with the school and its policies; and
- To have completed a DBS check.
- To undertake any other reasonable request as made by the Headteacher.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

Education	Desirable/ Essential
Native speaker in French or holds a degree (or higher) level qualification (or equivalent) in French	E
Speaks another modern foreign language	D
Holds QTS	D
Experience	
Experience from a similar post	D
Recent experience of teaching the 11 - 18 age range	D
Experience of facilitating outstanding extra-curricular provision	D
Specialist skills and knowledge	
Understanding of the spoken requirements of the A level course	D
Understanding of the spoken requirements for the GCSE course	D
Excellent administration, organisation and management skills	E
Excellent information and communication technology skills	D
A clear commitment to equal opportunity issues for students and staff	E
Clear commitment to the safeguarding of students	E
An innovative and exciting approach to teaching and learning	E
Ability to motivate students to perform to the best of their ability	E
Other	
A clear ability to relate to young people	E
An energetic, committed individual with high personal standards and an unwavering commitment to excellence for all	E
Open and enthusiastic	E
A problem solver with a 'can do' attitude	E
Willingness and clear commitment to be involved in extracurricular activities	D
Excellent emotional intelligence and interpersonal, communication skills	E
The desire to be involved with the whole team	E
A good sense of humour!	E

HOW TO APPLY

Applications will be accepted by completion of an application form via MyNewTerm on our vacancies page - <https://damealiceowens.herts.sch.uk/introduction/vacancies/>. We are not able to accept CVs for any posts based in school.

To arrange a tour or informal discussion about this position, please contact Chris Tanner, Head of French, via tannerc@damealiceowens.herts.sch.uk

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our [Safer Recruitment](#) and [Safeguarding and Child Protection](#) policies.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and applicants will be required to declare any convictions, cautions, reprimands and warnings that are not “protected” (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)). Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, scrutiny of the information provided in your application form and an enhanced Disclosure and Barring Service disclosure check.

We fully appreciate the time and consideration which go into applying for a new job. If there is anything we can do to help you through this process or if you have any general enquiries, please do not hesitate to ask via recruitment@damealiceowens.herts.sch.uk

