



ST. MARY'S  
MENSTON

## JOB DESCRIPTION

POST HOLDER	Modern Foreign Language Assistant - French
RESPONSIBLE TO	Faculty Leader MFL
DETAILS OF POST	<p>Permanent, term time only, 5 hours per week plus 1 additional day (usually the first day of the autumn term)</p> <p>NJC Grade C1 - scale points 12 – 17</p> <p>Actual salary £3,009 - £3,277 per annum</p> <p>(Full time salary 26,421 - £28,770 per annum)</p>
JOB PURPOSE	To work with small groups of students and in one-to-one situations to develop students' speaking skills in preparation for the GCSE, AS and A2 examinations and to support the MFL team.
MAIN DUTIES / KEY TASKS	<ul style="list-style-type: none"> <li>• To deliver conversation classes for individuals, pair and groups which will motivate and encourage students to speak the target language.</li> <li>• To provide high quality support in the teaching of French to students in KS5 and KS4.</li> <li>• To prepare and support students for the speaking component of public examinations.</li> <li>• To provide opportunities for staff and students to enhance their appreciation of the French culture.</li> <li>• To liaise with French teachers regarding schemes of work and content for the conversation classes.</li> <li>• To plan stimulating conversations in the target language which will be closely linked to course content.</li> <li>• To evaluate students' progress, to maintain records and provide reports as required.</li> <li>• To monitor student attendance and performance and report to the Head of French and other teachers of French.</li> <li>• To conduct speaking exam (mock) for Year 12 and 13, marked them and pass the grades to the teacher.</li> </ul>

OTHER RESPONSIBILITIES	<ul style="list-style-type: none"> <li>• Contribute to the Catholic ethos of the school</li> <li>• Comply with the school's approved policies and procedures</li> <li>• Participate in and support the school's performance management process and attend any relevant training</li> <li>• There may be a requirement to undertake statutory training and to be paid overtime outside of normal school hours on occasion with due notice.</li> <li>• <b><i>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required</i></b></li> </ul>
<p><b>VARIATION IN ROLE</b>  Given the dynamic nature of the role and structure of St. Mary's Menston, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.</p>	
<b>Signed:</b>	<b>Date:</b>
<b>Name:</b>	