

JOB DESCRIPTION

Post Title	Foreign Language Assistant (French) FTC
Salary Scale / Grade	TBC
Primary Workbase	Medina College (inc the Island VI Form)
Hours per week	Approximately 12 hours a week
Full time or Term time	Term time
Reporting to	Curriculum Lead - Communications

Job Purpose:

To support the teaching of French at KS3, 4 and 5, but specifically through preparing GCSE and A level students for their speaking exam components. Your key responsibilities will involve helping pupils improve their speaking, listening, grammatical and cultural understanding of the language. The Language Assistant will work under the guidance of teaching staff to enrich learning experiences and promote enthusiasm for French language and culture.

Key tasks and responsibilities:

- Work with individuals or small groups of students to practise conversational French.
- Assist in developing students' oral confidence, accuracy, fluency, and pronunciation.
- Support teachers in preparing and delivering classroom activities, language events and presentations.
- Contribute to cultural awareness by sharing knowledge of French customs, traditions, and contemporary society in France and other regions/ countries in the francophone world in Europe, Africa and North America.
- Provide input into and create resources or materials that enhance language learning, mainly at A level.
- Encourage students to use French actively and engage with the subject beyond the classroom.
- Carry out other language-supporting activities as agreed with the MFL department.

Other responsibilities

- To follow and support the Trust's policies reflecting the commitment to high achievement and effective teaching and learning.
- To contribute to the maintenance of the Trust's ethos by expecting high standards from all of the students in both lessons and social times, and modelling these high standards personally.
- To ensure all duties and responsibilities are discharged in accordance with the Trust's health and safety at work policy.
- To promote and safeguard the welfare of students and young people you are responsible for or may come into contact with.
- To undertake any other reasonable tasks as directed by the Head of School.

Review:

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

September 2025

PERSON SPECIFICATION

Ideally, we are looking for somebody with the following:

- GCSEs at 4 / C or above in English and Mathematics or equivalent
- A Level / Bac/ NVQ level 3 or equivalent
- Relevant language or education-related qualification
- First Aid Certificate
- Experience working with young people from KS3-5 or in an educational environment
- Experience supporting language learning or cultural exchange activities
- Knowledge of ICT tools that support language learning
- Understanding and experience of the main safeguarding principles
- Advanced (KS5 standard) skills in French grammar
- Ability to follow marking criteria and assess students at different levels
- Ability to research case-studies and deliver a presentation about various social, political and cultural topics/trends featured on the new GCSE and A level (AQA) scheme of work
- Ability to advise on and correct spoken/written language in sensitive and constructive ways
- Ability to draw out extended responses including opinions and a range of tenses from all students, including those with SEND and who lack confidence.
- Positive and encouraging
- Eye for accuracy and detail
- Punctuality and strong organisational skills
- Good communication skills