



ST MARY'S CALNE

French Language Assistant (Part-time – approximately 10 hours per week) September 2022

A recognised leader in the field of girls' independent boarding education, St Mary's Calne has approximately 360 girls aged 11-18, including 120+ girls in the Sixth Form. Results in public examinations are consistently excellent, with almost all of the girls going on to university, several each year to Oxbridge, to read a wide variety of subjects. As well as innovative teaching, learning and scholarship, St Mary's offers outstanding pastoral care and a vibrant, warm community.

We are looking for an experienced, enthusiastic and inspirational graduate, with outstanding interpersonal skills, to teach French in small groups and 1:1 to private candidates to improve their spoken language. We would expect the successful candidate to be able to support girls across the whole age range from Year 7 to up to and including A Level.

St Mary's is committed to safeguarding and promoting the welfare of pupils. Due to the nature of the work involved, the successful applicant will be required to undertake an Enhanced DBS check.

We are an equal opportunities employer and committed to ensuring all applicants will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

JOB DESCRIPTION

Position:	French Language Assistant
Salary Range:	£29,902 FTE (£14.38/hour + £1.74 holiday allowance = £16.12/hour)
Normal Hours:	10-15 hours per week, variable start and end time to working days
Pension:	Teacher Pension Scheme
Line Manager:	Head of Modern Foreign Languages
Closing Date:	9am, Wednesday 8 th June 2022

THE SCHOOL: ITS ETHOS AND AIMS

St Mary's believes in excellence in all respects. As a school community, we thrive amidst a culture of high expectation and the education which we seek to provide nurtures and develops the concept of high performance.

The principal aim is to develop well-rounded pupils who are equipped to excel as adults. Whilst the achievement of top quality examination results is a central tenet, since these will be a key passport for the girls in the path to their future careers in the modern world, we seek to encourage everyone to strive for excellence in a wide range of spheres.

We aim to inculcate habits for life, enabling the girls: to relish the prospect of hard work; to develop and deploy the necessary qualities of perseverance and determination; to learn how to do well; to acquire the belief and self-confidence that they are capable of high performance and success – both in the short term and in the future; to instil a sense of desire and an appreciation that the future, indeed their future, lies within the grasp of their own efforts.

Extra-curricular activities and opportunities beyond the classroom are a vital and integral part of life for girls at St Mary's. They are woven into the timetable during the day, in the evenings and at weekends. We believe that both boarders and day girls benefit from all aspects of the strong boarding ethos of the school.

THE MODERN FOREIGN LANGUAGES DEPARTMENT

The Faculty of Modern Foreign Languages offers French, Spanish and German, Mandarin and Italian. There are currently six full-time and five part-time teachers. The faculty is also assisted by native teachers who deliver French, German, Spanish, Italian and Mandarin conversations.

All girls joining St Mary's in the LIV Form (Year 7) one language from a choice of three: French, German and Spanish (4 lessons per week). Girls commit to studying this language for their first two years at the school. In addition, they are all introduced to Mandarin language and Chinese culture in small groups for one period per week. This is taught in mixed ability groups.

In the MIV Form (Year 8) all girls continue with their chosen language and may pick up a second (from French, Spanish, German or Mandarin), and have two lessons per week in each language studied.

In the UIV Form (Year 9) all girls study at least one Modern Foreign language and many study two. According to their choices, the girls continue with French, continue or begin Spanish and/or may continue or begin to study German. The option of continuing Mandarin is also possible. There is no beginner's class in either French or Mandarin in UIV.

In the LV Form (Year 10) girls must choose to study at least one Modern Foreign Language to public examination level but many opt for two; they continue with their chosen language(s) to GCSE in the UV year (Year 11). Girls are prepared for the IGCSE (CAIE Board). All linguists from this stage upwards attend weekly conversation lessons in small groups with native speakers.

At Sixth Form level, French, German and Spanish are offered to A Level (all languages use the Edexcel Board specifications). Pre U Mandarin is offered. Girls usually attend six class lessons, one conversation lesson with a native speaker and a news club also run by the conversation teacher.

Private lessons can usually be arranged for girls in a number of other languages on request and native speakers are prepared for public examinations on an individual basis.

We introduce the girls to the culture of the countries where the languages are spoken and try to ensure that the study of languages will give them both enjoyment and satisfaction, whilst providing appropriate academic challenge and stimulation. We encourage the girls to visit the countries where the target language is spoken and aim to provide opportunities to enable them to do so. To this end we organise study holidays, exchanges and trips to France, Spain and Germany. Recently, we have taken trips or exchanges to these three countries, with our first ever trip to China having taken place in Easter 2016. In addition, we run a number of other local trips (to the cinema and theatre) and activities (workshops) to enrich the girls' learning.

MAIN DUTIES

The role of the French Language Assistant is to work, under the direction of the Head of MFL, to ensure that students are exposed to a high quality of spoken and written French.

The expectations are to:

- provide high quality support in the teaching of spoken French to students from KS3 to KS5;
- prepare students for the speaking component of public examinations: IGCSE / CIE, and A Level / Edexcel;
- provide opportunities for staff and students to enhance their appreciation of the French culture;
- support all other departmental events as appropriate.

These responsibilities are not exhaustive and may include any other reasonable duties as required by the Head or Line Manager.

PERSON SPECIFICATION

Essential:

- Fluent in French/Native Speaker proficiency
- Communication – is able to communicate effectively orally and in writing, has a friendly and confident manner with a capacity to relate well to adults and young people.
- Self-motivation - is committed to continuing personal development.
- Teamwork - is flexible, cooperative and helpful and respects the ideas and expertise of others. Enjoys working as part of a team.
- Organisation – uses time efficiently and works with the minimum of supervision.
- Response to change – adaptable, and is interested in learning and developing to meet changing situations
- A willingness to learn new skills and contribute ideas.
- Experience of working in education or can demonstrate some knowledge of how schools operate.
- Experience of working informally or formally with young people.

Extract from St Mary's School Child Protection Policy

St Mary's Calne fully recognises its responsibilities for Child Protection.

We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation or culture. We follow the child protection procedures set out by Wiltshire's "Safeguarding Vulnerable People Partnership". We understand the need to engage with the Safeguarding Vulnerable People Partnership and the statutory duty to cooperate if the school is named as a relevant agency. We have regard to statutory guidance issued by the Department for Education Keeping Children Safe in Education, 2021. Our policy takes full regard to Working Together to Safeguard Children 2018 (WT), What to do if you are Worried a Child is Being Abused (2015) and the National Minimum Boarding Standards (2015).

At St Mary's we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

What is safeguarding?

Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff:

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- should always act in the best interest of the child.

What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

October 2021