



RYDE SCHOOL JOB DESCRIPTION

ROLE: FRENCH LANGUAGE ASSISTANT

START DATE: October 2024

LINE MANAGER: French Subject Leader

The French Language Assistant works closely with the Subject Leader for French and the Head of Modern Languages in providing French language support at the School. The post holder reports to the Subject Leader for French. From time to time it might be necessary to alter the job description below in consultation with the post holder and the Headmaster.

ROLE SUMMARY: *The French Language Assistant provides French language support to pupils who are preparing for public examinations.*

SPECIFIC RESPONSIBILITIES:

- To help the School's GCSE and IB Diploma students prepare for oral examinations and practise their speaking skills.
- To work with teachers in the classroom in both the preparation and delivery of French activities, catering for all ability levels.
- To work independently with small groups of pupils or individual pupils, as advised by the Subject leader for French. Introduce basic to advanced language or to improve linguistic ability, with a focus on oral skills
- To prepare a range of resources and tools to support students to develop their written and spoken language skills.
- To work on specific topics with small groups of more able students.
- To run support sessions for students who require it.
- Have technical knowledge of the subject; native or near-native level of fluency
- Be responsible for supporting teachers with the preparation and delivery of lessons and activities
- Prepare and conduct conversational one-on-one sessions with pupils
- Have effective classroom management skills to create a positive learning environment
- Adapt to work independently and as part of a team
- Remain calm, even in times of pressure

GENERAL NOTE: Job description cannot be prescriptive. The essential ingredient for the job is to work in a professional manner at all times; making sure it is the children who lie at the heart of what we do.