



Headmaster T N M Lawson MA (Oxon)

French Language Assistant

Introduction

The College seeks to appoint a fluent French speaker to help pupils to develop their oral fluency in preparation for public examinations (GCSE and A level). The right person will have a marvellous opportunity to work in a stimulating environment, where resources, buildings, colleagues and pupils all strengthen the process of learning.

The College

Eastbourne College is a co-educational HMC independent school of just over 630 pupils, of whom half are full-time boarders. It is a strong community with excellent links with local schools and the remarkable town in which it is located.

Academic standards are very high with an average of 80% of A-level grades being awarded A*, A or B in the last four years. At GCSE approximately two thirds of all grades awarded are A* or A. The College recruits from a wide ability range and value added outcomes are exemplary. The majority of College leavers enter higher education in leading universities at home or abroad.

The College is run as a seven-day week, full boarding school. Day pupils share the same wide curriculum as boarders and enjoy equal access to the physical and human resources of the school. Day pupils can complete their prep in Houses; buses run at both 18:00 and 20:00 on weekday evenings.

We are proud of our rich cultural and sporting traditions. The recently built Birley Centre is a hub of music practice, performance, composition and recording. There is an established partnership with Glyndebourne and links with Ballet Rambert, local artists and musical ensembles. College artists exhibit in London, actors have starred in film and TV; the Design & Technology department wins an extraordinary number of Arkwright scholarships. We have an enviable reputation for sport both regionally and nationally. Eastbournians frequently represent the county in hockey, rugby, cricket and netball; several old Eastbournians have gone on to achieve international honours. There are also thriving CCF, D of E and service programmes.

As we celebrated our 150th year, the College completed the most ambitious development project in its history. Project 150 saw the delivery of over 30 state of the art classrooms, ICT suites, a new swimming pool, café, school shop, dance studio, sports hall, squash courts, dining hall and fitness suite. We believe that the College has some of the best facilities of any school in the UK. For further information about Project 150 and our future development plans, please visit the website:

<https://www.eastbourne-college.co.uk/about-us/our-future/>

Eastbourne College places great emphasis on the importance of developing a school in which education is built on core values and positive, supportive relationships. These central qualities will endure long after a student moves on from the College. The five key values of participation, the pursuit of excellence, integrity, courtesy and kindness are,

it believes, the bedrock upon which every child's education should stand, providing them with the wherewithal to flourish both at school and beyond.

More information about the College may be found by visiting the website:

www.eastbourne-college.co.uk

News of latest events can also be found by visiting our Facebook page:

<https://www.facebook.com/EastbourneCollege>

The Department

The Modern Languages department is one of the largest and liveliest departments in the school, offering French, German and Spanish to A level and Oxbridge entrance and an accelerated programme for talented linguists. Our academic results are strong at GCSE and A level. The department, comprising 11 teachers and 3 language assistants, is housed in the Memorial Block, with a modern digital language laboratory situated in Cloisters. All classrooms have electronic whiteboards / touchscreens and audio and video facilities.

The majority of pupils entering Year 9 study French and are given the opportunity to choose Spanish or German as an additional foreign language as described above. For those who wish to study a language outside of the main curriculum, we offer self-study courses in Arabic, Chinese, Japanese, Portuguese, Italian, Russian, French, German and Spanish. We offer a wide range of opportunities beyond the classroom, ranging from quiz, film and cultural evenings to visits to universities and the London institutes and trips abroad, including exchange visits.

Job Description

1. **Job Title:** French Language Assistant
2. **Responsible to:** The Head of Modern Languages
3. **Job Summary:** To help pupils of all abilities to develop their French oral fluency.
4. **Duties and Responsibilities**

Academic

- a) To support the teaching of French at all levels by helping pupils to develop their oral fluency
- b) To have a clear understanding of the requirements of each speaking examination, with appropriate guidance from the Head of Modern Languages
- c) To help pupils to prepare for the speaking test at GCSE by taking small groups out of lessons for oral practice
- d) To help A level pupils, either individually or in pairs, to prepare for the speaking part of public examinations
- e) To monitor attendance at oral classes, reporting absences to the Head of Modern Languages
- f) To feed back into the reporting process by providing comments of pupils' progress, attitude and effort
- g) To help native speakers of French prepare for public examinations (GCSE and A level)
- h) To provide extra support for pupils who might be struggling in French as directed by the Head of Modern Languages
- i) To support teaching of French by finding and collating interesting authentic language resources
- j) To be willing to support the French cultural evenings and events and accompany teachers on trips where appropriate.

Other duties

- a) The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times.

- b) If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies.

This job description may be altered to meet changing educational context at the discretion of the College.

Person Specification

Applicants should be able to demonstrate the following:

Attribute	Essential	Desirable
Education and Training	<ul style="list-style-type: none">Educated to good degree standard (or equivalent) in French or a closely related discipline	<ul style="list-style-type: none">Ability to speak another Modern Foreign Language
Knowledge and Experience	<ul style="list-style-type: none">Knowledge of current affairs linked to French-speaking countries	<ul style="list-style-type: none">Experience working with young people in an educational environment
Skills	<ul style="list-style-type: none">Native-level fluency in FrenchExcellent written skills in FrenchExcellent knowledge of French GrammarThe ability to encourage pupils and develop confidenceOrganised and able to prioritise workload	
Personal Qualities	<ul style="list-style-type: none">Interested in French language, history, culture and literatureFlexibleAn inclusive manner and the ability to work in a team	

Salary and Conditions

This is a fixed-term contract for the period 13 September 2021 to 13 May 2022.

Applicants must have a UK passport, EU settlement rights, or the right to work in the UK (e.g. ancestry visa).

Salary: £7,312 for the period of the fixed-term contract (based on the British Council salary scale for Language Assistants which is currently £914.05 per month).

You will be expected to work during term time only and normally for 12 hours per week. The number of hours / lessons is to be reviewed each academic term in line with pupil requirements and by agreement with the Head of Modern Languages.

Accommodation is available.

Eastbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are made subject to a satisfactory medical disclosure, an enhanced criminal record check (DBS) and any other pre-employment checks deemed necessary by the College.

Eastbourne College Incorporated is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

The College is a non-smoking establishment.

How to Apply

To apply, please follow the link below to complete the mandatory application form:

www.cognitofrms.com/EastbourneCollegeIncorporated/EastbourneCollegeSupportStaffApplicationForm

Alternatively, visit www.eastbourne-college.co.uk/contact/employment-opportunities/ and click the 'Apply Now' button.

A letter of application (addressed to the Headmaster), evidencing your suitability for the post against the job description and person specification described above, and an up-to-date CV should be uploaded with this online application form.

For further information please contact hr@eastbourne-college.co.uk

All applications must be received by noon on Friday 30 April 2021.

Postscript

There are many attractions to working at Eastbourne College, not least its location on the south coast in the sunniest part of the country.

The College provides a safe urban environment in an attractive part of a peaceful town where pupils have easy access to shops, cinemas and theatres at appropriate times, and this strengthens the boarding experience. The railway station is close, with easy travel to Gatwick (one hour) and London (under 90 minutes). The beach and sea are a five-minute walk away and the South Downs (the newest National Park) are literally on our doorstep.

The school is a strikingly happy, cohesive and coherent community. We look forward to meeting you.