



Job Pack

Foreign Language Teaching Assistant (French)

September 2020

Kent Range 4

31.25 hours per week (5 days), term time only



Weald of Kent
Grammar School

About Us
The Team
The Post
About You
The Package
The Application Process



About Us

Weald of Kent is a selective Girls' Grammar School for 11-18 year olds with a roll of approximately 1650 students including our co-educational Sixth Form. The school is one of the highest performing schools in the country. We aspire to excel at everything we do. Owing to our continued success we are thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge site in an Annexe in Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge site which now has a state of the art Sports Hall and university style Sixth Form Study Centre. Both sites are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A level this year. 99.4% of students achieved 5 GCSEs grades 9 to 4 and A* - C (including Maths and English). The average GCSE grade was above a Grade 7. We also enjoyed superb A Level results with 72% of our students achieving A*-B grades. The cohort gained the highest A*-A % for six years, at 38%. The average was a Grade B. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests.

Teaching School

This is an exciting time for Weald of Kent as we continue on our journey as the Lead School of the Kaizen Teaching School Alliance. We are passionate about ensuring students and staff have an opportunity to develop and grow and because of this we are working with a fantastic group of schools on collaborative projects.

Staff Development Opportunities

We are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

- A personalised induction programme
- CPD days and a range of workshops
- Performance development programme
- Mentoring-Coaching programme
- Relevant external courses and training

The Team

Modern Foreign Languages are an important part of the school's curriculum at the Weald of Kent and in 1999 we were awarded Specialist School status for Languages. Language learning at the Weald of Kent is exciting and engaging.

All of our students study a Modern Foreign Language in years 7, 8 and 9 with the majority taken it to GCSE level. As a Language Teaching Assistant, you will be working in the Modern Foreign Languages faculty. You will be tasked with supporting the MFL teachers and the students. You will be spread across different year groups depending on the demands of the department. The school requires candidates to assist in raising the competency levels of students learning foreign languages as well as supporting GCSE and A-Level students. The ability to find different and innovative ways of assisting learning will stand you in excellent stead.

The Post

Job Title:	Foreign Language Teaching Assistant (French)	Reports to:	Head of MFL
Team:	Modern Foreign Languages	Start date:	September 2020
Salary:	Kent Range 4		
Hours:	31.25 hours per week, term time only (39 weeks of the year)		

Role and Duties:

- To inspire and encourage students to develop their language skills and knowledge of culture.
- To prepare and conduct weekly conversation sessions with individual or small group of students to develop confidence and fluency in communicating in the target language.
- To source and prepare a variety of materials for use in conversation sessions, ensuring consistency and attention to detail, so that all students develop high levels of fluency, spontaneity and confidence.
- To work on specific topics with students, following the A-level and GCSE schemes of work as directed by the class teacher(s).
- To assess and record the progress of students, reporting to the class teacher.
- To assist with events to promote languages within school.
- To record and report any student absence or lateness to the class teacher.
- To facilitate and encourage in order to help all students achieve their potential.
- To work with colleagues to support high standards of behaviour and progress.
- To implement school policies and procedures.
- To co-ordinate, personalize and prepare resources and materials for students up to Key Stage 5.
- To establish positive working relationships with students.
- To promptly respond to student requests for additional help with specific subject areas.
- To demonstrate an ability to organise and co-ordinate students.

- To demonstrate an ability to work with teaching staff and use your personal initiative when personalising resources and communicating with others.
- To communicate effectively with subject staff to establish starting points and targets for improvement.
- To teach effectively on a one-to-one basis and with students in a small group setting.
- To teach effectively and support learning to ensure the effective progress of any of the groups of students.
- To plan support/interventions for targeted groups of students and demonstrate progress between each assessment point.
- To promote the school's ethos, vision and values.

Other duties when not required in the Foreign Language department:

- To cover lessons
- To invigilate public and pre-public exams
- To accompany trips

About You (Person Specification)

	Essential	Desirable
Qualifications <ul style="list-style-type: none"> • Post 18 qualification • Foreign Language Degree • Other relevant school-based experience 	✓	✓ ✓
Experience <ul style="list-style-type: none"> • Working within a school directly with students • A good understanding of effective ways to facilitate learning • Knowledge of recent developments in learning and teaching of languages • Familiarity with the KS4 and KS5 qualifications related to MFL 	✓	✓ ✓ ✓
Skills & Knowledge <ul style="list-style-type: none"> • Fluent in one or more foreign language • Excellent people skills with an ability to build and form good relationships with students, colleagues and other professionals • Able to work as a member of a team • Committed to preparing and supporting high-quality learning sessions, using a range of teaching and learning strategies • Committed to enabling all students to achieve high standards and develop a love of languages • Have a good working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Able to organise tasks with minimum supervision • Able to use own initiative as well as work proactively as part of a team, understanding school roles and responsibilities • Possess excellent and meticulous organisational skills • Possess excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals • Able to absorb and understand a wide range of information • Able to manage and deal with confidential data / issues appropriately • Be an effective user of ICT • Possess very good numeracy/literacy skills 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
Personal Attributes <ul style="list-style-type: none"> • Shows a passion for languages • Able to inspire and motivate young people • Have a positive approach to education • Energy, enthusiasm and perseverance • Reliability and integrity 	✓ ✓ ✓ ✓ ✓ ✓	

<ul style="list-style-type: none"> • Good interpersonal skills • Positive commitment to individual personal development • Capacity to work hard, under pressure, to meet deadlines • A good record of attendance • Adaptable and amenable with respect to working practices • Ability to work independently and be a team player • Suitable to work with children 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	
<p>Equal Opportunities</p> <ul style="list-style-type: none"> • A commitment to inclusive education 	<ul style="list-style-type: none"> ✓ 	

The Package

Salary: Kent Range 4: £17,498 - £18,611

Actual salary for 31.25 hours per week, 39 weeks of the year £12,511.20 - £13,307.11

Benefits:

Generous Pension Scheme (TP / LGPS)	Health Care Cash Plan*
Priority Admission for Staff Children**	Free On-Site Parking (subject to availability)
Kent Reward Scheme	Free refreshments

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites.

*Available upon successful completion of probation

** See Admission Policy on the School Website

The Application Process

Application forms can be found on our website and should be sent to Human Resources, HR@wealdgs.org or posted to the school. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Dates:

Closing date for applications: Monday 2 March 2020. 9am

Interview day: Thursday 5 March 2020

**Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.*

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

