



Queen's College, London

Established 1848

French Assistant (Part time 0.5 FTE)

The Modern Languages Department

The Modern Languages department is innovative and forward-looking. Keen to explore new ways of language teaching, the department has a number of Microsoft Innovator Educator Experts and embedded the use of digital technologies such as One Note in its classroom practice. The College has links with language departments across a number of different schools.

All girls study French in Years 7, 8 and 9 and are set by ability shortly after joining the College. During Year 7 pupils also follow a Language & Linguistics course which comprises a taster in Italian and Spanish and each girl selects one of these to study in Years 8 and 9 in addition to French (and Latin).

All languages are offered at IGCSE and A-Level and every pupil is required to take at least one language at IGCSE. In general, between a fifth and a quarter of our sixth-formers take an A-Level language.

Clubs vary each year but currently include a Creative Translation Club and a Spanish Culture Club. Pupils enter competitions such as the *Joutes Oratoires*, Hispanic Theatre Festival, French Translation Bee, Anthea Bell and Stephen Spender competitions and the GCHQ and UKLO linguistics competitions. We have a longstanding French Exchange and homestay programmes in Spain and Italy, as well as a further trip to Paris and regular events and excursions throughout the year for all languages which make the most of central London being on our doorstep.

The Role

We are seeking to appoint a French Language Assistant. The successful candidate will be a native speaker of French, able to enthuse students to develop their aptitude within the language.

The French Assistant will work with students both individually and in small groups in order to concentrate primarily on their oral aptitude and increase fluency, accuracy, and confidence with conversational French. They will produce learning materials and resources appropriate for the level of French of those students, working collaboratively with the classroom teacher and wider departmental colleagues.

Key Responsibilities

Reporting to: Head of Languages

The role of the Assistant includes the following general responsibilities:

- Provision of conversation classes for Years 10-13
- Preparation of cultural and topic material for use in conversation classes and for departmental use
- Support for specific students in preparation for examinations and provision of extension classes where required (such as French native speakers)

In addition, at certain times of year, the Assistant also helps with exam marking, collating materials and administrative tasks, as required. The Assistant should also be available for a short meeting each week with the Head of Department, as required.

Conversation lessons

- A Level conversation. The Assistant should be familiar with the AQA oral examination component. To support the girls in their preparation, the weekly lessons should contain a variety of activities including debates, discussion of topical articles, and discussion of film, music or news clips as a stimulus for lively and productive discussion
- IGCSE conversation. Pupils will work in small groups to practise the skills of the IGCSE Edexcel Oral exam

Preparation of material

- The Assistant should be aware of the requirements for our exam specifications: EdExcel IGCSE and AQA A Level French. The Assistant should check the Francophone press for weekly for interesting/relevant articles which pupils can read or use for research, or which may be of use to teachers.
- Keep up to date on culture and recommend films, books and other resources which can be bought for the library or the department.
- Identify and transcribe useful news clips from relevant websites/satellite broadcasts for the pupils to use as listening practice.

- Contribute to the extra-curricular life of the department by researching potential theatre and cinema trips and making teachers aware of these possibilities. There is scope for the assistant to lead and accompany trips within the UK and abroad as desired.

Other support

- Provide extension if required for pupils undertaking university entrance with the foreign language as a subject specialism.
- Provide support for Year 11 girls who need grammar back-up/writing support/intensive work on conversation topics.
- Provide support for bilingual pupils in Y7-10 as directed.
- Provide feedback on pupils as appropriate for the purposes of reporting and parents' evenings
- Keep a register of pupil attending lessons and flag up absenteeism.
- During exam periods, undertake some marking of scripts for the department as a whole.

Other Duties

- Undertake additional duties that are commensurate with the role, as reasonably required

All staff are expected to:

- Be aware of and committed to the ethos and values of Queen's
- Take an active role in the development and implementation of school policies and in the whole life of the school
- Ensure that there are equal opportunities for all
- Adhere to school policies and procedures
- Be fully committed to safeguarding and promoting the welfare of children

Person Specification

The person appointed is highly likely to have the following qualification and attributes:

- An honours degree in a relevant discipline
- Native French speaker
- Highly successful recent experience of teaching languages to A-level and university entrance
- A strong commitment to professional development
- A desire to promote all aspects of language-learning with enthusiasm and imagination
- A wholehearted commitment to leading and accompanying trips abroad
- Excellent organisational and administrative skills and the willingness to work with different teams
- Understanding of Safeguarding and Child protection protocols
- A willingness to contribute to the co-curricular life of the College
- Demonstrable commitment to continuing professional development (CPD)
- Strong ICT skills and a willingness to enhance the teaching of French through the use of relevant Ed Tech.
- Outstanding planning and organisational skills
- Approachable and empathetic to the needs of others
- Enthusiasm and an ability to use own initiative
- Ability to prioritise and work flexibly as workloads require, and a willingness to take ownership of tasks
- Attention to detail and ability to actively question and clarify information

Terms and Conditions

- Permanent
- Part-time, 0.5 FTE (2.5 days a week)
- Start date: September 2026
- The salary for this role will be competitive, dependent on qualifications, skills and experience
- Free lunch in the Dining Hall during term time
- Healthcare insurance (taxable benefit)
- Defined Contribution pension scheme (up to 10% employer contribution)
- Wellness Allowance
- Cycle to Work Scheme
- Employee Assistance Programme

Queen's College, London is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo the requisite pre-employment procedures, including checks with past employers and the Disclosure and Barring Service.

During the shortlisting process, Queen's College, London will consider carrying out an online search on shortlisted candidates as part of its due diligence.

This post is 'exempt' from the Rehabilitation of Offenders Act 1974; all shortlisted applicants will be required to declare:

- *All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974*
- *All spent adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020*

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further guidance on disclosure can be found [HERE](#).

Queen's College, London recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome applications from people of all backgrounds.