



# POCKLINGTON SCHOOL

Ages 0 to 18



Applicant Pack  
French Language Assistant  
March 2026





## School Information

**Pocklington School was founded by John Dolman in 1514 as part of a guild whose aims encompassed support for the poor and sick or the parish as well as the foundation of a school “for bringing up the youth in virtue and learning”**

The foundation was thus based on a commitment to the value of education and to the creation of opportunity for those who would take their place in a society which was finding itself increasingly in need of an expansion of education. Today there is, in the school, a similar commitment to quality of education and the upholding of high standards in all facets of life.

We value our Christian foundation: of course pupils and staff comprise individuals of different faiths and beliefs but there is a desire to aspire to Christian values.

The majority of students are day pupils but there are also boarding pupils across 2 boarding houses accommodating senior and junior boys and girls. The Senior School and the Prep School work closely together, with the facilities across the site available for all ages. The school is fortunate in having good playing fields and plenty of open space and gardens. There are excellent facilities, including a fine theatre, a sixth form centre, a superb library, an Art and Design Centre, a swimming pool and other sports facilities.

We have recently expanded our provision to include a brand new state of the art nursery accommodating babies up to 4 years.

Set in extensive grounds on the edge of Pocklington, 12 miles east of York, we offer a unique working environment based within a historic market town, but close to major cities and heritage coastlines. The East Riding of Yorkshire is a wonderful place to work and live, with one of the local villages, Bishop Wilton having recently featured at number 5 on the Sunday Times' best secret villages to live in list.

Staff are supported by approachable and knowledgeable colleagues. You will be encouraged to undertake development opportunities and will find a friendly and welcoming working environment. We offer a community and family feel, not just a workplace.

# Strategic Education Vision 2020-2026



*The Pocklington Values of Courage, Truth and Trust, along with the nine Virtues which underpin them, are embedded in every aspect of Pocklington School life to sustain, inspire and galvanise the whole School community*

## ETHOS AND VALUES

### A Pocklington Education is:

Academically challenging, supportive and individually personalised

Holistic, broad and full of opportunity

Family and community focussed

Grounded in our Values and Virtues

One that embeds personal and social responsibility

Designed to ensure pupils are adaptable and future-world ready

Inclusive and caring with a Christian ethos that welcomes all faiths and none

## AIMS

### We aim to:

Uphold our Pocklington Values and Virtues in all that we do

Broaden our pupils' horizons and raise their ambitions

Work closely with families in educating their children

Nurture innovation and adaptability and be proud of our tradition

Be a great place to live and work

Ensure our Foundation's long-term future

## STRATEGIC OBJECTIVES

### Our strategic objectives are to:

Foster and deliver teaching and learning of the highest quality

Retain and develop our first-class teaching and support staff

Further improve our outstanding

- sport, music, drama and wider co-curricular program
- boarding, pastoral care and provision for wellbeing

Optimise our pupil recruitment

Cultivate a culture of giving back and increase accessibility to the school

Be sustainable and efficient

Inspire, support and celebrate equity, diversity and inclusion

Extend and deepen our links with our local, national and international community

Continue to grow a technologically capable community



# Employee Benefits

The following are on offer as part of your employment with the Foundation. For further information on anything detailed here, please speak to the Human Resources Team.

## Foundation Benefits:

**Generous Pension Scheme** – We offer competitive employer contribution rates for all staff

**Death in Service Benefit** – 3 times salary or last 12 months salary for casual workers

**Discounted School Tuition Fees for permanent staff** - with the option to spread payments over 12 months

**Discounted Gym Membership** - Francis Scaife Leisure Centre (Pocklington)

**Employee Assistance Programme** – offering a health, wellbeing and counselling service for staff and their families

**Smart Health** – Unlimited access to 24/7 online GP as well as a range of other health & wellbeing experts. Available to you and your immediate family.

**On-site Gym and Swimming Pool**

**Free Lunch** in term time

**Free Staff Room Refreshments** – in term time

**Enhanced Maternity and Adoption Pay** - see the policies on the Extranet under Bursarial, HR & Payroll, Policies

**Enhanced Sick Pay Arrangements** – detailed within the Absences from Work Policy, also to be found on the Extranet

**Annualised Pay where possible** – allowing for easy home budgeting

**Winter car lights & tyre testing** – organised by the Transport Team each January

**Internet and e-mail access at work** (subject to appropriate use in accordance with the school policies)

**Free parking**

**Free library services** – including holiday book loans

## HMRC:

**Cycle to Work scheme** - This scheme is offered on a salary sacrifice basis, allowing staff benefit from reduced tax and NI payments.



# Job Information

**Role Title:** French Language Assistant

**Overall Purpose:** Work with students to improve French language skills

**Responsible To:** Head of Modern Languages

**Staff Responsible For:** N/A

**Salary:** £15.64 per hour



# Job Advert

## French Language Assistant

6-12 hours per week, Term Time Only, Required from September 2026 to June 2027  
Fixed Term Contract – Maternity Cover

Are you as passionate as we are about inspiring and nurturing young people? Are you a fluent French speaker who can motivate our children to learn about France, its language and its culture?

12 miles to the East of York. our successful co-educational day and boarding school is thriving, and we require a French Language Assistant to work with small groups of students (predominantly at Sixth Form and GCSE level) to help develop their French language skills and confidence.

You will be a fluent French speaker, passionate about language learning and able to inspire and motivate children aged 11-18. Experience of working in a school, together with knowledge of GCSE and A Level French exam specifications would be advantageous but is not essential. You will need to work flexibly during school hours as exact hours of work will often depend upon students' timetables.

Applicants must have the legal right to work in the UK at the time of application.

For further information please call 01759 322666 or email [popelya@pocklingtonschool.com](mailto:popelya@pocklingtonschool.com)

All our current vacancies can be found at: <https://www.pocklingtonschool.com/work-with-us> where you will be directed to apply via the MyNewTerm website.

Closing Date: 9am 16th April 2026

*At Pocklington School we strive to inspire, support & celebrate equity, diversity & inclusion, indeed this is so fundamental that it is one of our core strategic objectives. As such we are committed to promoting equality and diversity within our workforce. As part of our recruitment process, we actively encourage applications from individuals of all backgrounds, experiences, and identities, including but not limited to race, ethnicity, gender, sexual orientation, disability and age. We recognise the value of diverse perspectives and believe that a diverse team enhances innovation, creativity and success. We strive to create an inclusive environment where all employees feel valued, respected and empowered to contribute their best.*

*Pocklington School Foundation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be required to undertake an enhanced disclosure via the DBS.*

## Job Description

# POCKLINGTON SCHOOL FOUNDATION

## LANGUAGE ASSISTANT

### Reporting To:

Head of Modern Foreign Languages

### The Language Assistant

plays a key role in working with groups of students to improve their language skills.

### Child Protection

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation's Child Protection Policy Statement at all times.

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 they must report any concerns to the Designated Safeguarding Lead or to the Head.

March 2026

### Duties and Responsibilities within the MFL department:

- Working mostly with Sixth Form students, and GCSE students, but also with younger year groups, plan and conduct oral practice sessions with small groups or individual students, to improve their language skills and confidence in French, Spanish or German and develop their understanding of the culture of the country
- Give feedback to academic or pastoral staff on the students' progress
- Help teachers to create and update teaching resources
- Help teachers to create and update classroom and corridor displays
- Contribute to the life of the MFL department by supporting enrichment events such as quizzes, food tasting, music/film evenings etc.
- Undertake such tasks, within the Department, that the Head of Department might reasonably request.

### General duties and responsibilities within the wider school:

- Promote the general progress and well-being of individual pupils
- Assist in monitoring the appearance and general behaviour of pupils around the School, maintaining good order and sound discipline among pupils, including safeguarding their health and safety
- Implement the School's agreed policies
- Participate in School based INSET
- Assist with administrative, organisational other tasks as may reasonably be requested by the Head of Department, the Senior Management Team or the Headmaster
- Attend Staff, Department and other meetings as appropriate
- Assist with the Department's contribution to the School marketing effort
- Preserve and foster the good name of the School in all dealings with the wider public.

This job description is not definitive and may be adapted dependent upon the skills and interests of the post holder who may be required to undertake any other duties commensurate with their role.

## Person specification – Language Assistant

	Essential criteria	Desirable criteria	How measured
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Experience of group work with children 11-18</li> <li>• Previous work experience within a school</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Good level of Education</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching or Teaching assistant qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent command of English and target language (written and oral)</li> <li>• Fluency in the target language</li> <li>• Excellent organisational skills to meet deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Native speaker of target language</li> <li>• Ability to explain key grammatical points</li> <li>• Awareness of the strategies to raise the level of achievement of pupils of all abilities</li> </ul>	<ul style="list-style-type: none"> <li>• Application form and interview</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Ability to motivate children</li> <li>• Passionate about language learning and appreciation of different countries and cultures</li> <li>• Empathy with the principles, ethos, aims and aspirations of Pocklington School Foundation</li> </ul>		<ul style="list-style-type: none"> <li>• Application form and interview</li> </ul>

**Child Protection:** this post is subject to acceptable references and clearance from the Data Barring Service as part of the Foundation’s commitment to providing a safe environment for our pupils.

# Recruitment Timetable

**Closing Date:** 9am 16<sup>th</sup> April 2026

**Expected Interview Date:** To be arranged

**Expected Start Date:** 7<sup>th</sup> September 2026

Please apply online using the mynewterm applicant tracking system  
<https://mynewterm.com>

This can be accessed through <https://www.pocklingtonschool.com/work-with-us> where you can find out more about working at the Pocklington School Foundation.

Please ensure you read the following policies in the “related documents” section

- application process and safer recruitment guidance
- recruitment of ex-offenders policy statement
- policy regarding disclosure information
- GDPR privacy notice relating to the Recruitment Process

These policies are also available to view on the key recruitment policies page of our website along with our safeguarding children policy  
<https://www.pocklingtonschool.com/work-with-us>

We can also send these to you as a hard copy if requested.

For further information please contact Abby Popely, HR & Recruitment Advisor:  
[PopelyA@pocklingtonschool.com](mailto:PopelyA@pocklingtonschool.com) 01759 322666

Thank you for your interest in working with us and we look forward to receiving your application.

