

Job description

Job title:	French Language Assistant
Grade:	Grade: H1 Scale point range: points 2-4 Salary range: £24,413 - £25,185 (FTE) Pro Rata salary for hours and weeks worked
Hours / weeks:	32.5 hours / week, term time only plus 5 INSET days
Start Date	5th January 2026
Contract type:	Mat cover until 21st July or Return of cover, whichever is earliest
Reports to:	Curriculum Team Leader of Modern Foreign Languages

Job purpose

- To assist the curriculum team leader to ensure that the curricular area provides a range of teaching which complements the Academy's strategic objectives and helps to improve students' communication skills, particularly oral skills, developing their confidence in speaking French.
- To contribute to the overall ethos, work and aims of the Academy.

Main responsibilities

- Support pupils in lessons and small groups.
- Prepare some materials for small groups as required.
- Help guide GCSE pupils with their speaking GCSE preparation activities in collaboration with the class teacher.
- Liaise regularly with teachers and tutors, providing them with attendance registers and progress reports and notifying staff of any issues.
- Take an active interest in the progress of the pupils you work with.
- Assist with creation and update of displays to keep pupils informed about current events, items of cultural / linguistic interest or trips.
- Carry out administrative tasks when requested (e.g., photocopying).
- Help with departmental visits and activities outside lessons.
- Promote a French atmosphere within the modern languages department.
- To check Academy email on a regular basis during the day and respond to colleagues as appropriate.
- Give detailed and meaningful feedback on pupil performance where appropriate to do so.
- Be familiar with exam board specifications and mark schemes for public exams and follow departmental schemes of work.
- To assist in ensuring the safe conduct of pupils in the department.

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.
- To ensure the application of health & safety procedures and to raise awareness of health & safety issues specifically in relation to laboratories.
- Participate in training and development activities and programmes as required.
- Appreciate and support the role of other professionals and establish constructive relationships and communicate with other agencies and professionals.
- It should be noted that the above list of principal duties & responsibilities is not necessarily a complete statement. Alterations & further duties may be necessary & will be subject to consultation. The post holder is expected to accept any reasonable changes to his / her job description.
- The post holder is expected to be able to adapt his / her work to address the specific needs of the pupils

The duties and responsibilities listed above describe the post as it is at present. This role will be reviewed annually as part of the performance appraisal process and the post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Westfield Academy is committed to safeguarding and promoting the welfare of Children and Young people. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Person specification

Attributes	Essential (or expected to train / qualify to that standard)
General	<ul style="list-style-type: none"> • Professional presentation and manner • Confidentiality, probity & integrity • Excellent time management • Strong verbal and written communication skills
Qualifications & training	<ul style="list-style-type: none"> • Orally fluent in French • Genuine enthusiasm for the subject • Ability to inspire and motivate pupils • Good knowledge and experience of Francophone cultures • Displays commitment to the protection and safeguarding of children and young people • Values and respects the views and needs of children and young people
Relevant experience	<ul style="list-style-type: none"> • Experience of working in a school setting • Experience of working with young people • Proven track record of working within a team • Excellent IT skills (G-Suite, internet, etc.) • Knowledge of MIS database • Flexible approach to working and ability to multitask • Calm in a crisis and uses own initiative • Understanding, sensitive to others and discrete • Keen to develop the role
Knowledge, skills and abilities	<ul style="list-style-type: none"> • Effective communication skills to be able to develop open and constructive relationships with a wide range of young people and staff • Ability to prioritise effectively • Ability to relate well to people on all levels • Work constructively as part of a team, understanding Academy roles and responsibilities in your own position within these • Ability to identify own and others' training & developmental needs and cooperate with appropriate individuals to address these • Ability to relate well to children and adults • Ability to interpret advice / statute and to devise policy / practice in the light of these

	<ul style="list-style-type: none"> • Good organisational and personal management skills • Understanding health, safety and welfare regulations and best practice • Knowledge of particular subject / technical area • Knowledge of relevant policies / codes of practise / legislation • Ability and enthusiasm to work jointly with colleagues • Full working knowledge of relevant policies / codes of practice / legislation
Personal qualities	<ul style="list-style-type: none"> • Strong people skills, fair minded and able to communicate well to a variety of audiences • Able to interact effectively with staff, parents, students and outside agencies • Team player, willing to share in key decision making