

JOB DESCRIPTION

Post:	Foreign Language Assistant
Responsible to:	Head of Faculty
Salary:	£20.61 per hour 38 weeks term time only
Conditions of Service:	In line with College Conditions of Service
Main Purpose of Job:	To support the teaching of French and help students develop their oral fluency, confidence and communication skills in preparation for public examinations and progression opportunities.

Specific Duties

- Support the teaching of French by helping students develop their oral fluency at all levels.
- Support A Level and other French students in preparing for speaking assessments and examinations.
- Work with individual students and small groups to improve confidence and spoken language skills.
- Monitor attendance at oral language sessions and report concerns to the French Subject Lead.
- Provide feedback on student progress, attitude and effort where appropriate.
- Provide additional support for students requiring extra assistance with French language development.
- Source, develop and share authentic French language resources to support learning.
- Research and plan engaging student-centred activities that promote language acquisition and cultural awareness.
- Support the production, development and review of teaching and learning resources.
- Assist with College marketing events, enrichment activities and educational visits where appropriate.

General Responsibilities

The postholder will:

- Comply with all College policies, including safeguarding, Prevent, health and safety, and data protection
- Actively promote safeguarding and the welfare of children and vulnerable adults
- Promote equality, diversity and inclusion in all aspects of the role
- Engage in continuous professional development, including subject and industry updating
- Contribute to College-wide initiatives, projects and continuous improvement activity
- Maintain high standards of professional conduct at all times
- Undertake other duties commensurate with the role

Person Specification

Essential Criteria

Education and Training

- Native-level fluency in French or educated to degree level (or equivalent) in French.

Knowledge and Experience

- Knowledge of France and French-speaking countries, including current affairs and culture.

Skills

- Excellent spoken and written French language skills.
- Excellent knowledge of French grammar.
- Ability to motivate, encourage and build students' confidence.
- Good organisational skills and ability to manage workload effectively.

Personal Qualities

- Enthusiasm for French language and culture.
- Flexible and adaptable approach.
- Ability to work collaboratively as part of a team.
- Commitment to inclusion and supporting student success.

Desirable Criteria

- Experience working with young people in an educational environment.
- Previous tutoring, coaching or teaching experience.
- Ability to speak an additional modern foreign language.

Additional Information

- The College is committed to safeguarding and promoting the welfare of children and vulnerable adults. An enhanced DBS check will be required
- The College values diversity and is committed to creating an inclusive environment for all staff and students

THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

OUR AMBITIONS

LOOK FURTHER

- **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals
- **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni

REACH FURTHER

- **Triumph:** Students exceed expectation and achieve their full potential
- **Talent:** Expert lecturers with a passion for teaching, learning and assessment
- **T&PC Magic:** exceptional facilities, enrichment and opportunities

GO FURTHER

- **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers
- **Prosper:** Students develop the skills needed to flourish at university or in employment
- **Productivity:** Students gain the skills employers need, supporting the economy to thrive

OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

WELLBEING

Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.

ENGAGEMENT

Taking full advantage of the opportunities available to us, both at college and beyond.

ASPIRATION

Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.

RESPECT

Playing an active part in creating positive inclusive communities, where everyone is valued and respected.

