

# Information for applicants

## About the School

King's Ely can trace its origins from at least 970AD, making it one of the oldest schools in Europe. Originally a monastic foundation and then a grammar school by Royal Charter, today it is a thriving independent day and boarding school for around 1000 boys and girls aged from 2-18, offering a broad range of GCSEs and A Levels and from which almost all pupils go on to good universities in the UK and abroad. Most students are day pupils from Ely, Cambridge and the surrounding area, and there are also about 200 boarders with over 40 nationalities represented overall.

The school is subdivided into three sections: King's Ely Senior (age 13-18) and King's Ely Junior (age 7-13), which occupy adjacent campuses and shared facilities, and King's Ely Acremont and Nursery (ages 2-6) which have their own self-contained campus about 400m from the main site.

The main campus extends to around 70 acres in total and comprises several historic buildings adjacent to Ely Cathedral as well as more recent, purpose-built facilities spanning the thirteenth to the twenty-first centuries, and almost 40 acres of playing fields.

King's prides itself on being an academic school but not an academic hothouse. There is a great emphasis on personal development through an extensive co-curriculum of sporting, creative and performing arts and service opportunities as well as through building positive relationships with others in a tight-knit but outward-facing community. The safety, wellbeing and pastoral care of the whole community is central in what is a happy and purposeful school where our diversity and breadth of talent and ability is valued and nurtured.

King's Ely also plays a key role in the local community. The school is one of Ely's largest employers and also educates the boy and girl choristers of Ely Cathedral. King's is also a proud founder member of the Cambridgeshire Educational Partnership, which numbers twelve local schools working together to improve educational attainment, especially for disadvantaged children. The school also offers a number of bursaries to enable pupils from all walks of life to benefit from the education it offers.

King's Ely is a registered charity administered by a Board of Governors. The Principal is a member of HMC, and the school is also affiliated to the Society of Heads, IAPS, the Boarding Schools' Association and the Choir Schools' Association.

## French at King's Ely

The MFL department is made up of twelve full-time or part-time members of staff, six of whom teach French and another language at the Junior and/or Senior school. Currently we have three native speakers within the French department.

French is offered from Year 7 alongside German and Spanish. Most students will carry on with a language at GCSE. French remains the most popular language and students do well in external examinations.

At GCSE and A Level students prepare for the AQA examinations.

The language assistant will be based predominantly at the Senior school and will have their own classroom.

The Sixth Form has a healthy number of students carrying on with French, and every year some of them go on to study French or a language related course at university.

The French department is very well equipped. We use a mixture of digital tools and more traditional mediums to enhance pupils' learning and progress. Students have a weekly lesson in our state-of-the-art language laboratory. The French library is housed in the language assistant's room and comprises the most up-to-date literature and DVDs as well as some of the classics.

Additionally, the French department offers a vibrant extra-curricular programme including regional French debating competitions from Year 10 upwards, an exchange with a school in Toulouse, drama competition, reading competition, linguistics Olympiad, various visits to the theatre to name a few. We are always open to new suggestions, and the language assistant will be expected to take a full part in this programme.

Our aims are:

- to achieve academic excellence through a broad, balanced and inclusive curriculum enriched by a strong Francophone dimension.
- to develop in students a respect for their own culture and the culture of others whilst gaining a better understanding of the Francophone world.
- to provide students with the linguistic, creative and social skills to become independent learners and move confidently beyond the boundaries of their own communities.

# French Language Assistant

## Part Time

### September 2022



## Job Description

### Main Duties and Responsibilities

The French Language Assistant will assist the French teachers by supporting individual AS and A Level students as well as GCSE classes. He or she will improve students' confidence in communicating in French and help them to prepare for the oral public examinations (AS Level and GCSE). Therefore, in an interactive and fun manner, he or she will discuss contemporary aspects of youth culture, current affairs, education, sport, fashion, films, TV, and lifestyles in accordance with the AS and A Level syllabus. The successful candidate should also be comfortable with teaching a small number of Key Stage 3 classes; training is available for this.

### Key Areas

- Support for language sessions in French through conversations and activities
- Embody with enthusiasm the target language as an enjoyable and inclusive activity
- Attend examination board meetings
- Attend Parents' Evenings
- Conduct the speaking exams
- Mark work in preparation for oral examinations
- Ideally be able to teach a small number of Key Stage 3 lessons to small sets

The post holder's duties will involve, but will not necessarily be limited to:

- Liaise with class teachers on a regular basis regarding content and structure of tutorial sessions.
- Be in charge of the preparation of the oral examination for Sixth Form students with the help of the Head of French.
- Support the French teachers with preparation of authentic materials.
- Be prepared to use the target language at all times and to adapt it according to the level and ability of the students.
- To maintain vibrant French displays on a weekly basis
- To run support sessions once a week
- To run a French club once a week
- To help with the preparation of students for debating and drama competitions
- To help run departmental trips

We reserve the right to invite candidates for interview prior to the closing date and to close vacancies early if we have sufficient suitable applications. Therefore, we encourage interested applicants to submit an application as soon as possible.

# French Language Assistant

## Person Specification

	<b>Essential:</b>	<b>Desirable:</b>
<b>Specialist skills and Experience</b>	<ul style="list-style-type: none"> <li>• A thorough understanding of Safeguarding and Child Protection Issues</li> <li>• A proven ability to empathise and relate positively to young people</li> <li>• French native speaker</li> <li>• A knowledge and understanding of the oral component for the AQA A Level and GCSE oral specifications</li> <li>• A strong understanding of Francophone culture and historical background</li> <li>• An interest in French cinema and literature</li> </ul>	<ul style="list-style-type: none"> <li>• A willingness to teach small Key Stage 3 classes</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A good team player</li> <li>• A passion for your subject and for teaching</li> <li>• A sense of fun and a willingness to share ideas and inspire young people</li> <li>• Ability to work in a fast-moving environment</li> <li>• Dynamic and creative approach to teaching</li> <li>• High expectation of self and others</li> <li>• A self-starter</li> <li>• Ability to cope under pressure</li> <li>• Commitment to driving up standards</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiasm to develop self and your subject area</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree or equivalent in a related subject.</li> </ul>	<ul style="list-style-type: none"> <li>• Post Graduate Certificate in Education.</li> </ul>

## Terms and Conditions

King's Ely has its own, generous salary scale. The salary for the role will be commensurate with experience and will recognise the responsibility this post entails.

After the probationary period, this post will be subject to a notice period of one term.

- Members of staff are entitled to educate their own children in any of the three parts of the school. There is a staff discount for children's fees from Reception Year onwards; the total staff discount value for school fees is 50% for full-time staff, reduced pro-rata for part-time staff, subject to an overall school fees remission limit of 50% of their gross salary. All extra items are to be paid in addition.
- The school offers a private healthcare insurance scheme, which staff may opt to join shortly after the start of each academic year (the policy year starts on 1 November each year). The scheme can only be joined at the start of the policy year, not part-way through the year. P11D/HMRC BIK applies.
- Teaching staff are entitled to opt into the Teachers' Pension Scheme.
- King's Ely offers a comprehensive programme of CPD and is committed to developing the skills of our teachers.
- Members of staff are entitled to 10% discount on all King's Ely school uniform ordered for their own children from Schoolblazer.
- School lunch provided when at work over lunch time.
- A cycle to work scheme available.
- Use of school gym facilities (during specific times) and use of the school swimming pool at specific times (during summer)
- Free on-site parking (limited)

## How to apply

- All sections of the form should be completed as fully as possible.
- You may support your completed application form with a CV; however, this is not a requirement. On the CV, you may include a third referee.
- Please accompany your application form with a covering letter explaining your reasons for applying for this position. Please also give details of how your skills, qualities and experience meet the requirements of the job description and/or person specification.
- King's Ely is an equal opportunities employer, and all applications are welcomed, particularly those from underrepresented groups.
- King's Ely is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.
- If you are selected for interview, you will need to provide proof of identity, birth certificate, documentation confirming your National Insurance Number or your right to work in the United Kingdom and certification of qualifications.
- Please email your completed application to [recruitment@kingsely.org](mailto:recruitment@kingsely.org).