

# ST MARY'S SCHOOL ASCOT

## Job Description and Person Specification

### Details – French Assistant



St Mary's School Ascot is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

1. **Title** - French Assistant
2. **Location.** St Mary's School Ascot, St Mary's Road, Ascot, SL5 9JF.
3. **Background.** St Mary's School Ascot is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the heart of Berkshire. We are a friendly, stable and caring community, proud of our academic and sporting achievements and dedicated to bringing out the full potential of each of our 380 pupils. We are committed to full boarding, with spaces for a few day pupils living nearby. We offer a stimulating range of extra-curricular activities which take place in the evenings and throughout the weekend. For further details see the website: [www.st-marys-ascot.co.uk](http://www.st-marys-ascot.co.uk)
4. **The Appointment.** The role of French Assistant is for a fixed term from the start of September 2019 to early July 2020. GOQ woman. There are 10 teachers in the Modern Languages Department, 4 of whom teach French.
5. **Line Manager.** The Line Managers are the Senior Boarding Mistress and the Head of Modern Languages.
6. **Job Description.** The French Assistant will have responsibility for the following:

#### Supporting Academic Staff:

- To teach French oral lessons to U6, L6 and those pupils preparing for GCSE (an exam taken at the end of year 11). This will be in small groups, during the school day, and some evening or Saturday mornings.
- To team-teach classes of bilingual pupils.
- If necessary to accompany the year 8 girls on their week long visit to France.
- To assist the other MFL teachers if needed in the preparation of materials or supporting pupils with learning difficulties.

**Pastoral and Boarding Duties:** To act as a member of the school's boarding and residential staff team. This will include -

- To do boarding duties, working one evening a week (Saturday 6-11pm), to include supervising junior boarders in common rooms and overseeing bedtime routines. To occasionally escort girls to medical appointments, airports and train stations and other individual commitments and dealing with any associated paperwork;
- To attend chapel and house meetings when on duty;

- To carry out other administrative duties as directed by the Senior Boarding Mistress including covering school reception when required;
- To be 'on call' on rotation on exeat Fridays, half terms and end of terms with the graduate assistants until 6pm;
- To work on exeat Fridays taking oral sessions/team teaching until 2.15pm. From 2.15pm to work with graduate assistants to tidy the school and check rooms.

### **Extra-Curricular/Trips:**

- To accompany and sometimes help to organise school trips;
- To assist with extra-curricular activities such as drama, sport or music either as part of a timetabled lesson, or in the evenings or at weekends;
- To initiate, lead and organise activities, as appropriate;
- To assist with weekend activities and trips.

7. **Person Specification.** The successful candidate must be a responsible and enthusiastic person who may wish to pursue a career in teaching. It is an enriching experience which demands commitment, dedication and a serious approach to hard work, and a willingness to be involved in both the academic and boarding sides of the school.

### **Specialist knowledge and experience**

- Native French speaker.
- Educated to degree level.
- IT skills in order to use Microsoft Word, Excel and Outlook.

### **Planning and organising**

- Able to organise time effectively, prioritise workload and meet deadlines.
- Able to organise events and create and monitor plans.

### **Problem solving**

- Able to take responsibility for own actions and make decisions without referring to others.
- Able to analyse issues and break them down into their component parts.
- Able to retrieve and absorb information quickly.

### **Resilience**

- Able to remain calm and self-controlled under pressure.
- Able to demonstrate perseverance and stamina.

### **Communication**

- Able to communicate effectively, both verbally and in writing, adapting style to suit the audience.

### **Team Working**

- Able to develop effective and supportive relationships with colleagues in a cheerful manner.
- Is considerate towards them and creates a sense of team spirit.

### **Commitment, motivation and flexibility**

- Enthusiastic and motivated approach.
- Able to adapt to changing demands and conditions.
- Commits self to work hard towards goals.

### **8. Conditions.**

**Salary:** £1125 per month plus accommodation while employed, from the start of September 2019 to early July 2020.

**Hours:** Working days will be split into mornings, afternoons and evenings and there will be at least four hours off duty each working day. There will be one full day off per week during the week. Weekends will vary depending on School activities but will always include some time off during the day if the evening is to be worked. The French Assistant will be required to work until all residential duties have been completed on exeat and half-term Fridays, on the evening before the last day of each term, and on the last day of each term. The French Assistant will be expected to work on Sundays when the girls return to school after holidays for no more than 5 hours, even if not usually scheduled to work on Sundays during term time.

The French Assistant is expected to attend 7 INSET days – 4 before the start of the Michaelmas term, 2 before the start of the Lent term and 1 before the start of the Summer term.

**Other:** Breakfast, lunch and evening meal are available free of charge during term time. St Mary's School is an entirely non-smoking site.

### **9. A Catholic School**

Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be RC but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

### **10. Applications:**

A short letter of application and completed application form should be sent by 12 noon on 1 March 2019 to: Mrs Danuta Staunton, Headmistress Elect, St Mary's School, Ascot SL5 9JF.

First interviews will take place on 6 March 2019

