



BHASVIC

Required to start ASAP

LANGUAGE ASSISTANT (French)

We have a permanent vacancy for a Language Assistant to join the Languages Department. You will be a fluent native speaker or be a completely fluent non-native speaker who is keen to help students develop their oral skills and confidence in Spanish and to help prepare them for their oral examination.

As a college, we are ambitious for our students and we are seeking to appoint staff who can bring the right blend of flexibility, commitment and energy to the post.

The successful applicant will be placed on a part time, term time only contract, with an hourly range of between **4 and 6** hours per week (depending upon the number of students). Ideally these hours would be worked on a Tuesday; however there is a degree of flexibility with this which could be discussed at interview.

The post will be worked across 36 weeks per year (during term time, the exact weeks to be agreed). The exact timetable will be determined by the Head of Department however please note that your weekly hours are based on an average over the 36 weeks and will vary from time to time. In particular, between the middle of April and the middle of May, your services may be required on different days and times, and may be more days than in your normal timetable.

Pay Pensions and Safeguarding

The pro rata salary for this post will range between £1,998 per annum (for 4 hours) up to £2,997 per annum (for 6 hours) and includes 4.3 weeks of holiday pay. This salary is based on spine point 30 within grade 6 of the support staff pay spine for which the current full time salary is £23,851 per annum, rising to £26,330 per annum over four years subject to satisfactory performance.

All support staff automatically become members of the Local Government Pension Scheme. This is a tax approved, defined benefit occupational pension scheme. The benefits under the scheme are on a Career Average Revalue Earnings (or CARE) basis. Your contribution would be 5.5% of your gross salary and the College contribution would be 18.5% of your gross salary. Once you have started your job at BHASVIC you have the option to opt out of the Local Government pension scheme. If you wish to opt out you must do so within three months of your start date in order to receive a refund of your contributions. Further information can be found on <http://www.eastsussexpensionfund.org>

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren>

The Modern Languages Department

The department offers A-level French, German and Spanish and also French, Italian and Spanish as non-certified introductory courses. Results in all courses are consistently strong. All students are supported with a thorough induction programme and a strong course structure with clear target setting for individual learners. Focussed guidance on progression into Higher Education has led to a growing number of students opting to continue with languages after finishing at BHASVIC.

We provide an established programme of independent learning supported by a fully resourced language centre. There are a variety of extra-curricular activities for students to take part in including work experience or language school abroad. Our aim is to develop the knowledge, skills and experience of all of our students in a stimulating and varied learning environment. We look to exploit diverse teaching and learning methods within the department so that all students can access the understanding and knowledge needed to prepare them effectively for examination and beyond. We believe that students should have access to a wide variety of learning experiences to stimulate and fire their interest.

HOW TO APPLY

For details of how to submit your application, please visit our website <https://www.bhasvic.ac.uk/the-college/working-for-us>

Your application should include the following:

- **A completed application form**
- **A statement outlining how you meet each of the criteria in the person specification below**

Use the criteria as headings when writing your statement. Where applicable, give examples of situations when you have used the skills and attributes detailed. It is very important that your application is in the format requested. Candidates will be short-listed on the person specification criteria alone.

- **A completed equality & diversity recruitment monitoring form**

<p>Please note that it is College policy to shortlist applicants on the basis of a completed application form, letter and accompanying statement. CVs submitted alone without a completed application form and statement will not be considered.</p>

The deadline for receipt of applications is **9:00am on Monday 15 October 2018**

Interviews will take place on **Wednesday 31 October 2018**

For applicants who are invited to the selection process there will be ample opportunity to learn more about our provision and needs through discussions with staff.

BHASVIC

JOB DESCRIPTION

POST TITLE:	Language Assistant (French)
RESPONSIBLE TO:	Head of Modern Languages Department
GRADE 6:	£1,998 per annum (for 4 hours per week) up to £2,997 per annum (for 6 hours per week)
CONTRACT:	Between 4 and 6 hours per week, 36 weeks per year (term time only)

PURPOSE OF JOB: To help students develop their oral skills and confidence in the language they are studying and to help prepare them for their oral examinations.

SPECIFIC DUTIES:

- To plan and deliver a scheme of work that enables the students to develop their spoken language skills in preparation for their public examinations, in small groups and on a 1 to 1 basis as the exams approach.
- To be thoroughly familiar with the A-level specification in order to prepare students to discuss the topics covered in the linear exam syllabus.
- To undertake initial assessment of the language skills of the student groups, and to recommend early changes to group composition (e.g. bilingual student groupings) as necessary
- To assess the students' spoken language against exam board criteria at agreed points in the year, record results in the Departmental Mark book and provide feedback.
- To prepare each A2 student for their linear oral exam, and to provide a 20 minute 'warm up' session prior to their oral examination
- To liaise with the college's Modern Language teachers and to alert the course leader if there are problems in the group (students failing to prepare for lessons or to take an active part).
- To attend a department meeting once per term, and to participate in the annual departmental review and planning event.
- To keep full records of lesson content and student progress including a class register, using the College's electronic registration system, reporting absentees to the course leader.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

October 2018

PERSON SPECIFICATION

JOB TITLE: Language Assistant (French)

DEPARTMENT: Modern Languages

RESPONSIBLE TO: Head of Modern Languages Department

	Essential	Desirable	Method of assessment
Skills			
1. To be a native speaker, or to be completely fluent, in the target language	X		Application/ Interview/ Assessment
2. An ability to motivate and work effectively with students of mixed ability, both on a one- to-one basis and in a group setting	X		Application/ Interview/ Assessment
3. An ability to respond to the needs of individual students to help them develop confidence and fluency	X		Application/ Interview/ Assessment
4. Interpersonal skills to work productively with students (16-19 age group)	X		Application/ Interview/ Assessment
5. The ability to work effectively, both alone and as part of a team	X		Application/ Interview
6. Good organisational skills	X		Application/ Interview
Knowledge and experience/qualifications			
7. To be qualified at degree level or equivalent in a relevant subject and to have a good working knowledge of the culture of a relevant foreign country.	X		Application/ Interview
8. The ability to assess students accurately against assessment criteria for spoken language, and to give constructive feedback.	X		Application/ Interview/ Assessment
9. Experience of using IT for administrative tasks e.g. to create resources, record progress and attendance	X		Application/ Interview
Other			
10. Willingness and ability to undertake training needed in order to fulfil the changing requirements of the job.	X		Application/ Interview
11. An understanding of and commitment to the values given in: <ul style="list-style-type: none"> • the BHASVIC Staff Code of Conduct • the Child Protection Policy to Safeguard and Promote the Welfare of Students, Children and Young People • Equality, Diversity and Inclusivity Policy. 	X		Application/ Interview
12. Previous relevant experience within an educational establishment.		X	Application/ Reference