



Stoke Newington School
& Sixth Form

Recruitment Pack

French Language Assistant

Immediate Start

Compassion



Ambition



Resilience



Excellence



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Headteacher's Welcome

Dear Applicant,

A warm welcome to Stoke Newington School (SNS) and thank you for your interest in the post for **French Language Assistant**. This is an exciting time to be working with us as we move forward to enhance our offer, so we achieve outstanding academic outcomes and close the gaps in student achievement.

We are an oversubscribed school with a diverse and enthusiastic student intake reflecting our local vibrant community. Our recent Ofsted inspection (July 2022) recognised us as a "Good" school with many strengths. Our students are "proud of the diverse nature and inclusive ethos of their school. Enthusiastic and committed teachers make lessons interesting for pupils," and "teachers have strong subject knowledge and are passionate about their subjects."

You must have excellent interpersonal skills, a strong team ethic, drive, determination, energy, and the highest expectations of every student. You must be committed to excellent provision for our students.

We are committed to our pledge of being an anti-racist school and strive to have a workforce reflective of our school body. Applicants from Black and Global Majority backgrounds are strongly recommended to apply.

Best wishes,

Zehra Jaffer
Headteacher





Equality at SNS

We are incredibly passionate about creating a fair and equal community within our school. We set out these objectives to achieve and maintain an environment where every young person feels valued, cared for, and empowered to succeed.

Objective 1

Actively close gaps in attainment and achievement between pupils and all groups of pupils; especially pupils eligible for free-school meals, pupils with special educational needs and disabilities, looked after children and pupils from minority ethnic groups.

Objective 2

Reduce the incidence of the use of racist, homophobic, biphobic, transphobic and sexist language by pupils in the school.

Objective 3

Promotion of cultural understanding and awareness of different religious beliefs between different ethnic groups within our school community.

Objective 4

Monitoring and promotion of the involvement of all groups of pupils in the extra-curricular life of the school, including leadership opportunities, especially pupils with special educational needs and disabilities.

Performance

You can view and download the full 2022 Ofsted report [here](#). For performance tables and more statistics about our school, please visit our page on the [Department for Education website](#).

Staff Benefits

We understand teaching and working in schools can be hugely rewarding but can also be demanding. Our staff are totally committed to the young people, colleagues, and families in our community. We seek for all our staff to have a healthy work-life balance. Our staff benefits are one way we show our appreciation to our staff.



Development and Training

Quality continuing professional development is essential to ensure everyone maintains and enhances the knowledge and skills necessary for a positive learning environment. As practitioners, we seek to be well-informed about recent evidence-based research. At SNS, we allocate time to implement strategies so teaching practice maximise the learning in the classroom. The SNS Teaching and Learning Hub is the teacher training, professional development, and quality assurance element of our school. The Hub, led by the Assistant Headteacher leading on Teaching and Learning together with the Lead Practitioner and Early Careers teacher Mentor, provide support and expertise to staff and departments across the school.

Flexible and Family Friendly

We know it can be challenging finding the right work-life balance. We want the absolute best people to work in our school, and so we want to support flexible working. We are able to consider flexible and family friendly working opportunities to include part-time, term-time working and job-sharing arrangements. The number of part-time staff is above average for similar schools, and we always try to accommodate if the timetable and resources permit. It is important that staff who are parents, do not miss important milestone events, such as your child's first day at school or graduation. Where we can, we will support these important

moments. As part of our admission policy, staff members with children who wish to attend SNS are given a priority school allocation.

Pensions



Pensions are an important part of our life planning. We understand that and we want to make it as easy as possible for you to access the right pension scheme for you. When you join SNS, you are eligible to join the relevant pension scheme.

Health and Wellbeing

Balancing everyday life with the requirements for work and home can create pressures for all of us. Work is a large part of people's lives. Each member of the teaching staff is equipped with a laptop. However, it is vital to ensure that there is a productive, healthy environment that is conducive to a healthy lifestyle. We actively encourage emails to only be sent during 7am and 6pm of a school day, and not during the weekend. The school will operate a texting service to alert staff should there be a need in an emergency.

A subsidized lunch from our school canteen helps our staff through the day. The culinary offer is wide and highly popular with staff and students alike.

Optical expenses – we offer free eye tests for staff who use display screen equipment.

All employees are part of the Employee Assistance Programme. The Employee Assistance Programme is a 24/7 confidential service giving employees access to a range of support from lawyers, health, and wellbeing professional, financial and debt specialists, and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

Getting to Work

By public transport: Season ticket travel loans are available so staff members can take advantage of discounted annual fares for travelling to work by public transport.

By car: We have on-site parking. Applications will be considered on an individual basis. Please note, Stoke Newington School resides on a School Street which means you cannot enter Clissold Road between 8.30am-9.30am or 3pm-4pm. You can leave the road at any time.

Cycle Scheme: We encourage all staff to walk or cycle to work if possible. The school's Cycle Scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. Spread across monthly payments deducted from your salary.

Discounts

Staff are offered a Vectis card, this is a discount card offering savings across retail shops, tourist attractions and holidays. Clissold Leisure Centre, immediately opposite our school, offers a 10% discount on their membership scheme.

SNS Staff Association

A strong sense of belonging is essential for us to thrive in the workplace. Our staff association holds events for staff, and their families, from weekly football, half-termly socials and Family Fireworks evening. In addition, such events as the Community Evening and our annual school performance are open to all staff and their families.





Job Advertisement

French Language Assistant

Required for Immediate Start

Scale 4, actual pay £11,674- £12,260 per annum

Dates and times to be discussed, 18.5 hours per week, term time only

The School

This is an exciting opportunity to contribute to a successful and popular 11-19 inner-city comprehensive school. The school is especially committed to creative teaching and learning. We aim that every colleague has excellent professional development which leads to every student having an outstanding education. Stoke Newington School is dedicated to being anti-racist, and inclusive, by striving hard to challenge through our curriculum. We seek to inculcate and strengthen the knowledge, confidence, and skills for all in our community to challenge racism.

The Post

Staff joining the department should have excellent subject knowledge and an interest in the target language country, literature, and film culture. They need to be flexible, have a positive disposition towards challenges and change, and share resources openly. They should show a willingness to contribute to the wider life of the department through helping with clubs and cultural activities.

How to Apply

If you are interested in joining our team please apply via [TES](#).

Alternatively, you can download an application pack from our [website](#). When completing your application form, please name your application file with your full name and the role you're applying for and submit to recruitment@sns.hackney.sch.uk.

The closing date for receipt of applications is **midday Sunday 15th September**.

Interviews to take place in person on **Thursday 19th September**.

We are an equal opportunities employer committed to ensuring diversity in our workforce. As employers we are committed to safeguarding and promoting the welfare of children. A DBS clearance is a statutory requirement for all positions.



Job Description

Title of Post: French Language Assistant

Salary: Scale 4, actual pay £11,674- £12,260 per annum

Reporting to: Head of French

Post Purpose:

Staff joining the department should have excellent subject knowledge and an interest in the target language country, literature, and film culture. They need to be flexible, have a positive disposition towards challenges and change, and share resources openly. They should show a willingness to contribute to the wider life of the department through helping with clubs and cultural activities.

Main duties and responsibilities:

- To support the teaching of the Target Language at KS3,4 and 5 by helping pupils to develop their oral fluency within or outside the classroom. Individually, in pairs or small groups.
- To accompany MFL staff on primary school visits for taster sessions to smooth transition into secondary.
- To have a clear understanding of the Edexcel GCSE and A-Level Speaking Examinations requirements.
- To help pupils to prepare for the GCSE and A-Level speaking tests by taking small groups or individual students out of lessons for oral practice.
- To organise a timetable for Year 12 and 13 speaking sessions from September, so that pupils are seen on a regular basis following a rota.
- To be able to deliver enrichment/after-school sessions. One hour for GCSE and one hour for A-Level according to school calendar constraints.
- To monitor attendance at enrichment/after-school sessions, reporting absences to teachers of corresponding groups.
- To feed into the school progress check process by providing comments of pupils' progress level, attitude to learning and effort.
- To provide extra support for students who might be struggling in the target language as directed by their teachers or the Head of Department.
- To produce action-plan packs for targeted GCSE and A-Level students. With the help of lead teachers, liaise with parents to inform and support their progress in completing those packs.
- To work with other language assistants to produce suitable displays for the MFL department.
- To support the teaching of the target language by finding and collating interesting authentic language resources.
- To be willing to support the MFL Faculty in organising and joining in extra-curricular activities: local trips, theatre visits, cinema, language events, etc.

General requirements:

- Enhanced DBS check
- Strong commitment to furthering equalities in both service delivery and employment practice.
- The post holder must always carry out his/her responsibilities with due regard to Hackney Education policy, organisation and arrangements for health and safety at work.



- It is your responsibility to carry out your duties in line with Hackney Education policy on equality and diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or encounter.

Equal Opportunities

- Understanding of the different social backgrounds of students.
- Understanding of the needs of different students, and the appropriate policies and strategies to support them.
- Understanding of the needs of bilingual students.
- Commitment to equal opportunities across all groups of staff



Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • IGCSE, A level and IB curricula in French 	<ul style="list-style-type: none"> • Secondary school qualification in French (Baccalaureate, IB, A level or equivalent) • Degree/Postgraduate qualification in French or in another related subject from a university in a French speaking country
Experience	<ul style="list-style-type: none"> • Experience of working in a school or similar establishment • Working as a language assistant or working with young people in an educational environment • Understanding of basic principles of health and safety in a school environment 	<ul style="list-style-type: none"> • Has lived in a Francophone speaking country
Knowledge	<ul style="list-style-type: none"> • Current affairs, especially linked to France and French speaking countries. • Excellent knowledge of French grammar • The difficulties faced by pupils in speaking French. • Criteria for speaking exams 	<ul style="list-style-type: none"> • Knowledge and understanding of how students learn and barriers to learning • Knowledge of Equal Opportunities and approaches to inclusion • Knowledge and understanding of Child Protection and Safeguarding procedures
Skills	<ul style="list-style-type: none"> • Native level fluency in French • Excellent written skills in French • Advanced French grammar • Native-level idiom • French literature and cinema • The need to encourage pupils and build confidence • The need to be flexible and work as part of a team • The need to communicate effectively with colleagues 	<ul style="list-style-type: none"> • Ability to relate well to children and adults.
Behaviours	<ul style="list-style-type: none"> • The need to communicate effectively with colleagues • Excellent communicator, able to communicate at all levels in English and French • Numerical • Organised and able to prioritise workload • Ability to work in a team and independently • Knowledgeable 	<ul style="list-style-type: none"> • French language and culture • Francophone history, cinema and literature • Current affairs • Interest in other languages and cultures • Commitment to the school's ethos, aims and its whole community • Warm and welcoming whilst always completely professional • Robust, resilient, and positive! • Sense of humour

