



EDGBASTON HIGH SCHOOL

FRENCH LANGUAGE ASSISTANT

Full time starting in September 2025



INFORMATION FOR APPLICANTS

HISTORY

Founded in 1876, Edgbaston High School for Girls (EHS) is the oldest independent day school for girls in Birmingham. The School site is very pleasantly situated next to the Botanical Gardens in the leafy suburb of Edgbaston, 1½ miles from the city centre. Continuity of education is a key feature of EHS, but girls can join at different stages of their academic career.

GOVERNANCE

The Council, which is the School's governing body, actively supports and encourages the work of the School. In the last decade over six million pounds have been spent on major development and refurbishment programmes.

MODERN AND AMBITIOUS

Pupils enjoy a broad-based programme which substantially fulfils the requirements of the National Curriculum and extends beyond it. Examination results are very good with high grades distributed across both Science and Arts subjects. Staff and parents work closely together so that each girl can develop her individual gifts to the full.

SCHOOL SITE AND FACILITIES

Pupils' education at EHS is supported by superb academic facilities in our 14 acre site – from our modern classrooms and science labs to our ICT suites and libraries. We also provide excellent facilities for a wide range of creative and sporting activities, including:

- Swimming Pool, equipped gym and fitness suite, dance studio, floodlit astroturf, athletics track, cricket square, outdoor courts and sports pavilion
- Art studios including graphic design, printmaking, ceramics and fine art facilities
- Fully equipped food preparation rooms
- DT and textiles studios with cutting-edge CAD/CAM devices and sewing machines
- Purpose-built Music School
- Drama studio
- The Octagon - a large, purpose-built theatre seating up to 600 people, with full AV and lighting
- School allotment

PUPILS

Edgbaston High School has approximately 870 girls aged 2 to 18 across its Pre-Prep, Preparatory, Senior and Sixth Form Departments. Around 500 of these are in the Senior Department. The School attracts girls both from the immediate neighbourhood and all over the West Midlands. They come for the high academic standards, the lively programme of co-curricular activities and for the individual attention and flexibility of approach.





WORKING AT EDGBASTON HIGH SCHOOL

PROFESSIONAL REWARD AND DEVELOPMENT

We recognise the expertise of our staff and aim to create an inspiring environment in which you can work to your full potential and develop your career. As a school we believe in:

- A competitive salary with additional allowances for extra responsibilities
- Fully funded training costs where there is a benefit to the School and many opportunities for continued professional development projects
- Personal Development and recognition through our annual appraisal scheme
- Full commitment to the induction and training of ECTs
- Comprehensive INSET programmes, delivering high quality seminars, shared good practice and insights from external speakers
- Well-resourced departments

BENEFITS

- Access to a staff Pension Scheme with highly attractive employer contribution rates
- Free refreshments and lunches when the school is operational provided by our excellent Catering team
- Generous fee remission for the children of staff who might wish to attend EHS
- Free access to the Botanical Gardens for yourself and your family
- Free on-site parking

HEALTH AND WELLBEING

Your health and wellbeing are important to us and we offer:

- Free use of the school's gym and swimming pool at agreed times
- Access to our onsite counsellor
- Access to an employee support package
- A supportive network of experienced Heads, Deputies and Senior Leadership Teams
- As part of the staff community there are opportunities to take part in enjoyable social events, sports activities and more
- Friendly and supportive staff who work together and share resources and ideas

ETHOS

Our mission is to nurture confident, considerate and intellectually curious young women – an ethos that underpins everything that we do. We are an ambitious and thriving school with a focus on providing a broad, modern, enriching and inspiring education that instils EHS girls with the confidence, independence, motivation and ambition to succeed both within and beyond the school. We foster an environment where students can expand their minds, think flexibly, develop the skills of leadership that they all have within them, and grow personally as well as academically. Children should be, and deserve to be empowered, inspired and challenged throughout their education so that they leave school fully equipped to succeed in whatever they decide to pursue.



DIVERSITY

Diversity and inclusion is central to everything we do. We are actively committed to promoting and participating in good practice in the way that we attract, recruit and retain staff. Everyone is encouraged to bring their whole self to work because we appreciate the value that a truly diverse workforce brings to an organisation. We celebrate difference, recognising the benefits this brings to our inclusive culture, including age, disability, gender identity and expression, religion, race, sex, sexual orientation and socio economic background.

MFL DEPARTMENT

Curriculum

Modern languages are a vital component of a school curriculum, offering the students a comprehensive series of valuable experiences which cover many areas of learning both in and beyond the curriculum, as well as many cross-curricular links. The MFL department is well resourced and we encourage pupils to explore Foreign Languages beyond the classroom with a wealth of trips, extra-curricular clubs and participation in competitions within school and externally. We also offer support clubs and revision sessions.

Through our teaching, we aim to:

- Provide enjoyment and intellectual stimulation in language learning.
- Develop each pupil to their maximum potential in the use and understanding of Modern Foreign Languages at a level appropriate to the learner's experience and needs.
- Encourage and model good practice in the effective acquisition of language skills.
- Develop pupils' ability to understand and use language effectively for the purposes of practical communication.
- Develop pupils' ability to use language imaginatively and creatively.
- Develop an understanding of the grammar of language.
- Encourage pride in successful linguistic achievement.
- Offer insights and promote an understanding and appreciation of the cultures and ways of life of other countries.
- Develop a sound base of language skills and an attitude required for the use of languages in further study, work and leisure.
- Promote skills which have a wider application such as independent learning, using information technology and skills such as analysis, memorizing and drawing inference.

Foreign Language Assistants

We currently employ a Foreign Language Assistant for each of our core languages, French, German & Spanish. The main role of the FLAs is to give pupils - both individually and in small groups - regular, structured contact time with a native speaker. In so doing, they give valuable guidance in pronunciation and intonation, encourage the idiomatic use of language and make a major contribution to preparation for GCSE and A level speaking tests. They bring the reality of contact with speakers of other languages into the daily lives of our pupils.

The Foreign Language Assistants also help members of staff and pupils in numerous other ways. Through them the Department keeps up-to-date and in constant contact with both the evolution of the languages and the cultures which they represent.



FOREIGN LANGUAGE ASSISTANT: FRENCH Job Description

Purpose:

To liaise closely with subject staff in order to prepare suitable activities for group work with pupils, to improve the students' speaking competence in French.

Specific Responsibilities:

- To work closely with individual staff in the preparation of suitable activities for use in the classroom, and in group work.
- To follow the curriculum, and work on topics as designated by the Schemes of Work or individual teachers.
- To liaise with the Head of Department with regards to the suitability of resources deployed in conversation classes.
- To work in the classroom to assist the teacher or independently with small groups of pupils in Key Stage 3 and Year 10.
- To prepare and deliver conversation classes for pupils in Year 11 and Sixth Form.
- To assist in the development of resources in the department (eg. recordings to create listening materials, games and activities to use in conversation classes)
- To introduce and contribute to group discussions and role plays in the target language
- When necessary, to contribute to cross-curricular work in collaboration with other subject areas.
- To help set up links with the Preparatory department to ensure a smooth transition into Senior School.
- To contribute to the preparation, maintenance and improvement of displays in the department, after liaison with the Head of Department.
- To feedback to the Head of Department regarding progress and absences of years 11-13 in their conversation classes.
- To establish professional relationships with the students from the very beginning (eg. clear expectations; not exchanging personal contact details or "befriending" them on social networking sites).

General Responsibilities:

- To promote and safeguard the welfare of students you come into contact with.
- To be aware of and comply with all school policies and procedures.
- To be aware of and support equal opportunities for all, understanding the requirements of Equality and Diversity.
- To contribute to the overall ethos/work/aims of the school.
- To participate in training and other learning activities and performance development as required.
- To ensure the confidentiality and discretion is maintained at all times.
- To attend to any other reasonable duties at the request of the Headmistress or Deputy Head Academic.
- To carry out any other reasonable duties at the request of the Headmistress.



FOREIGN LANGUAGE ASSISTANT - FRENCH
Person Specification

Qualifications/Professional Development

- Strong academic record: evidence of success at A Level and degree level
- Native proficiency in French
- Fluent in English
- Evidence of involvement in related CPD

Knowledge

- Knowledge and understanding of the French curriculum
- Sound understanding of safeguarding principles
- Knowledge of current good practice for children aged 11 - 18

Experience and skills

- Previous experience of supporting staff in a similar educational environment is desirable
- Knowledge and experience of planning activities to support language acquisition
- Experience of developing teaching materials and resources
- Understands how and believes they can improve student outcomes
- Experience of creating a positive learning environment
- Understanding of French both in and beyond the classroom
- Experience of working with subject specific ICT programs and technology would be beneficial

Personal attributes

- Build and maintain positive relationships through effective interpersonal skills
- Strong organisational and administrative skills
- Sensitivity to others and the ability to work cooperatively
- Excellent communication skills to inspire, challenge, motivate and empower others
- Think creatively to anticipate and solve problems
- Work under pressure, maintaining a sense of perspective and humour
- Ability to manage own time effectively
- Good IT knowledge – including the use of Apple products
- Naturally demonstrate a 'can do' helpful attitude
- Reliability, integrity, resilience and tenacity
- Commitment, honesty and dedication
- Shares the School's values and is committed to the School's vision
- Ability to deliver feedback effectively
- Wholehearted commitment to the life of a vibrant school community

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

Original certificates will be required as proof of qualification. All other attributes will be assessed using the contents of the application form, at interview and with the professional references.



EDGBASTON
HIGH SCHOOL

HOW TO APPLY

We are looking for an enthusiastic and committed Language Assistant who is passionate about languages and who recognises the pivotal role learning a language plays in fostering intellectual and cultural development in all pupils.

This position is full-time, starting in September 2025. The successful candidate will be required to work with students from KS3 to A Level.

At interview applicants must provide original documents to confirm their identity and right to work in the UK. They must also bring proof of qualifications where relevant for the post. The documentation required by applicants is listed in the Recruitment Policy which is available on the school website and from the School.

The post is subject to a satisfactory enhanced DBS check (including a Barred List check), a satisfactory online check, a satisfactory medical fitness declaration and satisfactory references. Confidential references will be sought prior to interview.

Edgbaston High School is an equal opportunity employer.

Please note, we reserve the right to close posts and commence interviews at any time, once we have received sufficient applications. We advise you to submit your application as early as possible to prevent disappointment.





EDGBASTON

HIGH SCHOOL

Applications, addressed to Mrs Clare Macro (Headmistress), should include the completed school application form and a covering letter of not more than 2 pages summarising your suitability for the role as outlined in the information pack.

Please submit these to the HR & Compliance Officer, Ms Corinna Gregory:
recruitment@edgbastonhigh.co.uk

If candidates prefer to send their application by post, it should be addressed to:

Corinna Gregory, HR & Compliance Officer
Edgbaston High School for Girls
Westbourne Road
Edgbaston
Birmingham B15 3TS

The closing date for applications is **9am on Monday 28th April 2025.**

Interviews will take place at Edgbaston High School for Girls during the week commencing 6th May.

Successful candidates will be invited to a formal interview and to prepare specific activities.

There will also be an opportunity to tour the School on the day.

All members of staff are required to promote and safeguard the welfare of children they are responsible for, or come into contact with, and to adhere to, and ensure compliance with, the School's child protection procedures and staff guidance at all times.

