



ROYAL GRAMMAR SCHOOL
Amersham Road, High Wycombe, HP13 6QT

01494 524955

www.rgshw.com

Foreign Language Assistant

Dates: 16 September 2019 – 15 May 2020

Applications should be made to the Headmaster's PA, by Tuesday 7 May by email (dmc@rgshw.com) or post. Along with the completed application form, please include a letter of application and a current curriculum vitae, which should include the names, addresses, telephone numbers and email addresses of 2 referees.

Those being called for interview will hear by 9 May. If you have not heard from us by this date please assume that your application was unsuccessful. In which case we thank you for applying and wish you well in your future career.

The RGS is committed to promoting the safety and welfare of all pupils.

Appointment is conditional upon at least two satisfactory references. All staff are required, before taking up post, to undertake an enhanced criminal record check through DBS.



Outline

We are looking to appoint a Foreign Language Assistant from October 2019. It is expected that the applicant will be of native speaker German standard with a strong awareness of German culture and contemporary German society.

This is an eight-month position, which will run from 16 September 2019 – 15 May 2020.

Salary:

- Salary as per the British Council guidance

Working Hours:

- To be set once the timetable for the academic year has been confirmed (approximately 3-4 hours per week).



Foreign Language Assistant Job Description

Accountable to: Subject Leader

As a Foreign Language Assistant:

- To prepare, resource and deliver A level oral lessons in the foreign language, based on the exam specification.
 - To work independently with small groups of senior pupils to develop their oral competency
 - To work with individuals considering Oxbridge university entrance in preparation for interview.
 - To conduct the Year 12 and Year 13 oral exams.
 - To assist with departmental administration for the mock oral exams.
 - To undertake other duties of an appropriate nature as may be reasonably required by the Headmaster.
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This job description is written at a specific time as is subject to change as the demands of the Governors and needs of the School change. The role requires flexibility and adaptability and the employees of the school need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.