

PENWORTHAM PRIMARY SCHOOL

JOB DESCRIPTION: FRENCH HLTA PPA COVER EFFECTIVE: ACADEMIC YEAR 2025 -2026

This post holder is required to carry out the duties of a French HLTA providing PPA cover from Year 1 -6 legislation and any duties as may be reasonably directed by the Head teacher. This job description may be amended at any time following discussion between Head and member of staff, and will be reviewed annually.

Teaching Responsibility and Key Tasks:

- To plan and teach stimulating and interesting learning based on the MFL National Curriculum.
- To be responsible for the on-going review of the primary school's MFL curriculum and related schemes of work.
- To support the development and on-going review of the primary school's MFL assessment procedures in liaison with class teachers.
- To work effectively to ensure that there is progression across the year groups.
- To take every opportunity of developing children's basic social and educational skills and to assist in the development of their listening and speaking skills.
- To plan for a range of abilities so that all children reach their potential.
- To lead and implement MFL strategies throughout the school and to co-ordinate all MFL events including extra-curricular, clubs and assemblies.

Classroom Management and Organisation:

- To teach and actively promote the schools core values and positive reinforcement approach to behaviour management
- To follow the schools nurturing principles to maintain a well-ordered, calm environment that is stimulating and purposeful.
- To ensure that all equipment is organised and accessible to children so that it encourages independent learning.
- To organise an inclusive learning environment.
- To maintain assessment records as specified in the School's assessment schedule.
- To direct Teaching Assistants whilst french learning is taking place and to monitor tasks they are expected to undertake.

Safeguarding and Inclusion

- To be individually responsible for promoting and safeguarding the welfare of children.
- To take account of each child's home language and culture ensuring this is reflected in displays, materials and throughout the curriculum.
- To provide a safe, welcoming and positive atmosphere for parents that will establish strong links with the School.
- To comply with policies and procedures relating to Child Protection, Health & Safety, security, confidentiality and data protection and to ensure that the DSL or DDSL is made aware and kept fully informed of any concerns which the individual may have in relation to safeguarding and/or child protection.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the individual's role within the organisation.

Continuing Professional Development

- To attend and contribute to CPD sessions.
- To be proactive in identifying areas for career and self-development.

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PERSON SPECIFICATION: FRENCH HLTA PPA COVER EFFECTIVE: ACADEMIC YEAR 2025-2026

Qualifications and Training:

- Qualified Teaching Status desirable but not essential

Experience:

- Ideally experience as a French Teacher in a Primary School setting but not essential
- Proven and successful track record of raising attainment in pupils

Professional Knowledge and Understanding:

- High level of personal skills and an interest in MFL with the emphasis on French speaking and learning.
- Understanding of best practice in teaching and learning.
- Knowledge and understanding of the MFL National Curriculum expectations
- Experience of assessing pupil progress in MFL in line with the National Curriculum but not essential.
- Understanding of effective strategies for maintaining high standards of behaviour within the learning environment and in accordance with the schools policy.
- An understanding of a range of assessment practices including Assessment for learning (AfL).

Professional Skills and Abilities:

- Must be able to plan lessons effectively for all the pupils in the learning environment, setting clear learning intentions and adapted tasks to enable all children to make good progress.
- Commitment to excellence and to significantly raise pupil's MFL skills and plan for personal achievement of all pupils.
- Ability to work on your own initiative and be proactive.
- To support the delivery of the school's strategic priorities.
- The ability to relate to and communicate effectively with parents and carers.
- To be able to lead extra-curricular clubs/activities, but not essential

Personal Qualities:

- Excellent communication, organisational and interpersonal skills with both adults and children.
- Flexibility, drive and enthusiasm.
- Approachable, sensitive and has the willingness to find solutions.
- Excellent record of personal attendance and punctuality.

Equal Opportunities:

- Understanding of equality of opportunity issues and how they can be addressed in the primary classroom.
- Commitment to safeguarding and protecting the welfare of children.
- Understanding of how pupils with SEND may be supported and included within a primary classroom.

I accept the above Job Description and Person Specification form part of my employment conditions.

Signed Print Name..... Date.....