

Job Description

Job Title:	French Language Assistant
Hours of Work:	12 hours
Department:	Modern Foreign Languages
Accountable to:	Head of Modern Foreign Languages
Number of direct reports:	None
Budgetary responsibility:	N/A
Location:	Stowe School
Purpose of the role:	To provide support and assistance to the Modern Foreign Languages department in both teaching pupils and offering preparation for summer exams.

The Stowe Group

The Stowe Group of schools (Stowe, Ashfold, Swanbourne House and Winchester House) is situated on four separate sites in Buckinghamshire and Northamptonshire and educates children from 3-18 years. Within The Stowe Group there are more than 1,800 pupils and 800 members of staff. The schools occupy sites of historical significance in Swanbourne, Dorton, Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational Change Makers vision and Change 100 programme.

Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

Key Tasks:

Key Responsibilities and Accountabilities:

- To provide individual teaching to pupils along with assistance within the Lower School lessons.
- To assist with the Summer Term exams.

Key Tasks:

- To teach 12 hours to both individual students and be a teaching assistant in some Lower School lessons.
- To conduct invigilation of speaking exams in the Summer Term.
- To conduct and mark 3rd & 4th Form Speaking exams (Summer Term).
- To ensure adherence to statutory Health and Safety and Data Protection Legislation at all times.

Person Specification: The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Fluent in all areas of the French languages. • Native French Speaker. • Good general level of education. 	
Specialist Skills and Experience	<ul style="list-style-type: none"> • Understanding and knowledge of contemporary issues. • Able to teach pupils in native language. 	<ul style="list-style-type: none"> • Experience of working with young people.
Personal Qualities	<ul style="list-style-type: none"> • Able to enthuse pupils to learn. • Good communication skills. • A commitment to Safeguarding in a School environment. 	

This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder

Date Agreed: June 2026