



WOODBRIDGE
SCHOOL

Work with us

French Conversationalist

APPLICATION PACK

French Conversationalist

Salary: £37,782 FTE pro-rata

Actual Salary: £8,804

10 hours per week

Term time (34 weeks)

Immediate Start Required

We are currently looking for an enthusiastic and talented French speaker based at the Senior School to work with our students from Year 10 up to A Level. The French Conversationalist will be a confident communicator and a strong team player who thrives working with young people.

Working closely with the Head of Modern Foreign Languages and the French Teachers, the French Conversationalist should be committed to helping students develop their oral fluency and be prepared to support native and non-native students of French in their preparation for the oral components of public examinations at GCSE and A Level. The French Conversationalist will be expected to not only help prepare students for examination, but to conduct the examinations as well.

All pupils are offered French, Spanish and Mandarin in Years 7, 8 and 9, after which students continue with two of the three languages. Uptake at GCSE and A Level is strong, and a good proportion of students study two languages.

Modern Foreign Languages are housed in the Redstone Building, which has four specialist classrooms. All students use technology and devices within their lessons.

The Modern Languages Department is one of the largest in the school, comprising four different languages and 10 members of staff. Native language assistants are a key part of the department and see all Sixth Form linguists once a week on an individual basis.

The school runs a variety of study trips and devotes considerable time and energy to ensuring that every pupil is encouraged to participate in these valuable experiences from Year 9 onwards. For those studying French in Years 10–13, there is a trip to Nice. For those studying Spanish, students in Years 9 and 12 have the opportunity to spend a week in Salamanca.

For more information about the school and this opportunity, and to download an application pack, please visit: <https://www.woodbridgeschool.org.uk/about/staff-vacancies/>.

Closing date: 29 September 2026

Interviews: W/C 5 October 2026

We reserve the right to close this vacancy early if we receive sufficient applications for the role.

Therefore, if you are interested, please submit your application as early as possible.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).

JOB DESCRIPTION

Job Title: French Conversationalist	
Department: Modern Foreign Languages	
Hours: 10 hours per week	Accountable to: Head of Modern Languages
Job Purpose: To support the teaching of our staff and the learning of the pupils by providing support and oral practice for examination candidates. Key Responsibilities • To encourage a positive experience of learning of the target language • To prepare materials to supplement class work • To prepare candidates for external examinations (GCSE/AS/A2) • To conduct examinations of pupils (GCSE/AS/A2) • To feedback to class teachers on individuals' progress & performance • To attend relevant parents' evenings, training courses & departmental meetings GENERAL RESPONSIBILITIES: Health and Safety You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to Woodbridge School's Health and Safety Policy and Health and Safety law. Child Protection/Vulnerable adult's statement Woodbridge School is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with our policy at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of vulnerable adults or children you must report any concerns to the appropriate Safeguarding Lead. You will also be expected to qualify and maintain an enhanced DBS check to the school's requirement before starting in work for the school. Brand values	

Ensure your work, communication and approach conforms to the brand values and house style of Woodbridge School. Keep up to date, and comply with the Woodbridge School, Policies and Procedures at all times.

PERSON SPECIFICATION

Education and Qualifications	Essential	Desirable
Educated to Degree level in a relevant subject;	✓	
Be a native-quality French speaker;	✓	
Fluency in English;	✓	
Fluency in any other languages.		✓
Knowledge and Experience		
A good standard of education, particularly in English (written and oral) and mathematics;		✓
Language learning to an advanced level;	✓	
Well-developed interpersonal and communication skills;	✓	
Able to create resources to support oral lesson teaching;	✓	
Able to set clear expectations for pupil behaviour during oral lessons;	✓	
Experience of teaching or supporting French in an educational establishment/setting and of working with children and young people between the ages of 11-18 years;	✓	
Demonstrable evidence of establishing positive relationships with children;	✓	
Demonstrable evidence of experience in supporting secondary-aged pupils in a learning environment;	✓	
Have or develop a detailed understanding of oral examination requirements;	✓	
Confident in preparing, adapting and publishing weekly timetables around pupils' timetables and commitments.		✓
Skills and Attributes		
Ability to communicate effectively and professionally;	✓	
Willingness to adopt a flexible approach to all directed tasks;	✓	
High levels of initiative and willingness to work independently as well as part of a team. You will need to be able to plan, prioritise and organize your work schedule effectively. An expectation is also that you'll be able to interpret and follow guidance;	✓	
Proactive approach to supporting and adapting your practice to meet the needs of individual pupils. An ability to display warmth, care and sensitivity in dealing with children and young people is essential;	✓	
Have the ability to work collaboratively and effectively as part of a wider team.	✓	

Safeguarding		
All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children.	✓	
Personal Qualities		
Willingness and ability to be flexible;	✓	
Ability to relate to staff, students, parents/carers and governors;	✓	
To be highly organised with good time keeping;	✓	
Honest, reliable and patient;	✓	
Commitment and flexible with the demands of the role;	✓	
Enthusiasm to develop your own skills and knowledge		✓
Ability to remain calm and function well under pressure;	✓	
Work well with the team but also able to work effectively alone.	✓	

BENEFITS

Pension	Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria).
Sick Pay	Company Sick Pay After a successful probation period, full pay for 5 weeks and, half pay for 10 weeks in any rolling 12 months. Entitlement rises incrementally to full pay for 20 weeks and half pay for 20 weeks in any rolling 3 year period during the 4th and subsequent years of service.
School Fees	School fee remission may be available depending on individual circumstances and at the discretion of the Governors.
Other Benefits	• Free parking • Complimentary lunch is available when the Dining Room is in operation • Access to Employee Assistance Programme

INFORMATION FOR APPLICANTS

In order to apply please complete the application form.

Application forms can be downloaded from the School's website

<https://www.woodbridgeschool.org.uk/about/vacancies/>

Please apply preferably by email, stating "French Conversationalist" in the title line to:

recruitment@seckford-foundation.org.uk

If you are unable to apply by email then please post your application, marking "Private and Confidential" to the People Team at:

Woodbridge School
Marryott House
Burkitt Road
Woodbridge
Suffolk
IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please ring the People Team on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.