

French Language Assistant

September 2026



Welcome

Thank you for your interest in Haileybury. This is an exciting opportunity to join a highly successful school which is moving forward with confidence and a real sense of purpose. Haileybury was last year chosen as the 'Boarding School of the Year' by TES and, in 2023, was announced as the UK's best fully co- educational IB school.

Haileybury is a dynamic, outward-looking and future oriented school. We want our pupils to leave school with the values, skills and credentials they will need to thrive. We want our provision to be 21st Century relevant. We have recently completed a world class STEM facility, which allows our pupils to take part in research projects no other UK school can offer, and only a handful of other schools around the world can provide. Our attention is now turning to our next set of ambitious ventures.

We are ambitious and we pursue excellence, but Haileybury's success is built on the strength of each person's commitment to doing the very best they can for our school. If you feel excited by the prospect of being a member of a dynamic and successful team, then we would welcome your application.

Eugene du Toit
The Master



The School

Haileybury is a co-educational boarding and day school for pupils aged 11-18. There are currently over 900 pupils at the School. Demand for places and pupil numbers has increased dramatically in recent years.

The Haileybury of today enjoys an excellent worldwide and national reputation. This reputation is primarily based on the very high standard of education that is provided at the School. This was reflected in the report written by the ISI Inspection team who visited the School in October 2025. The report gives a clear picture of a progressive, ambitious school which offers its pupils the very best all-round education. A copy of the report can be viewed [here](#).

Haileybury is a dynamic, outward-looking and future-oriented school. It aims to provide high academic achievement, outstanding pastoral care and a rich and varied co-curricular programme; we want our pupils to leave school as confident, rounded and ambitious individuals. As a large, diverse community, the fundamental values of service, empathy and respect are essential. Pupil voice is important and there are many opportunities for pupils to express their opinions, including an active Pupil Senate. The team of teaching and operations staff are dedicated and highly professional.

Haileybury comprises a dedicated Lower School (Years 7 and 8), a Middle School for Years 9-11 and a Sixth Form of around 360 pupils. All senior pupils are boarders or day pupils in one of the 12 senior Houses. There is also a junior boarding House and a junior day House. The Houses are set within the extensive campus grounds, and most of the teachers are also accommodated within 5 minutes walk of the School. The sense of community at the School is especially strong.

Haileybury has a vibrant academic culture. Its curriculum model is distinct and in the Sixth Form pupils have the choice of following the International Baccalaureate Diploma Programme (IBDP) or A levels. The most popular UK university destinations include Oxbridge and the Russell Group; Haileybury's pupils also achieve places at top North American and European universities.

Haileybury has a strong international dimension with two partner schools operating in Kazakhstan, and one each in Bangladesh and Malta. Haileybury is the sponsor of Haileybury Turnford, a nearby academy, and enjoys a well-established partnership with the school.



Role & Person Specification

An opportunity has arisen for a talented and passionate individual to join the Modern Foreign Languages Department at Haileybury as a French Language Assistant.

This is a part-time position, with the expectation that the Language Assistant will complete 27 hours per week, with exact schedules to be agreed with the line manager.

The Modern Foreign Languages Department at Haileybury is a team of 15 dedicated teachers and language assistants who teach French, German, Spanish and Italian. All pupils learn French in Year 7 and begin Spanish in Year 8. In Year 9, pupils have the opportunity to pick up German and Italian and all four languages can be studied in the Sixth Form. We also offer Chinese and Russian tuition. Pupils follow the IGCSE Edexcel courses and our Language A Levels are with AQA.

Within our highly international pupil community, languages are popular at Haileybury and we have a healthy number of pupils studying languages in the Sixth Form.

Beyond the classroom, we offer school trips to Normandy, Paris, Madrid and Berlin and a vast in-school extra-curricular offering which includes French, German, Italian and Spanish Societies, theatre trips, in-school theatre performances, language cafes, participation in external competitions and our 'Languages Week' in September comprising of inspiring talks from interpreters and university language professors.

We hope to instill a life-long love of language learning within our pupils through our own passion for languages, culture and excellent teaching, which focuses on enabling pupils to make progress, feel confident in communicating and above all enjoy the language-learning journey.

As a department, we enjoy collaborating across languages to discuss our teaching practice, ensuring pupils receive the highest-quality learning experience.

In Year 7, pupils have four lessons per week, enabling them to make excellent progress in their first year. In addition to GCSE, A Level and IB qualifications, the Department offers the DELF B1 and B2 qualifications to pupils in the Fifth and Sixth Forms. Beyond the curriculum, the French team works with pupils in areas such as the linguistics, history, politics and culture of France. Outside the classroom, the Department offers various trips to France (including a whole year trip to Normandy for Year 8), a debating club and various society events in order to enhance both intercultural and linguistic understanding.

The successful candidate will be educated to degree level and have an interest in fostering lifelong learning in our pupils and the ability to stretch pupils beyond the curriculum.



Key Responsibilities

- Plan and deliver French conversation classes under the instruction and guidance of the Head of French;
- In addition to the conversational work, the role may include some extension sessions for our (near) native speaking pupils as a supplement to their regular teaching classes. These may be in small groups or one-on-one to further enhance their particular linguistic skills;
- Undertake any marking, follow up work or administration required in the normal scheme of teaching;
- Keep a record of what was undertaken in the lesson and how the pupils performed;
- Liaise with the Head of French about the planning of lessons and progress of pupils;
- Establish and maintain effective communication channels and efficient/effective working relationships with other members of the Modern Languages department, school personnel, and school customers;
- Attend departmental meetings, when required;
- Undertake such other duties as required ensuring the smooth running of the Modern Languages department and the College;
- Keep the Head of Modern Foreign Languages fully up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame;
- Remain up to date with all appropriate practices, procedures and regulatory requirements within your allocated areas of responsibility;
- Undertake duties in line with established Haileybury practices and protocols;

- ensure that all work is supported with an appropriate paper trail i.e. supported by a filing system that contains clear and accurate working papers;
- undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first class service required for this role;

All staff are also expected to uphold the highest standards of pupil welfare, behaviour, and safeguarding.



Person specification

Essential Qualifications

- Educated to degree level in a relevant subject

Essential Knowledge, Skills and Experience

- Native or near-native language skills in French
- Experience in teaching advantageous
- Experience of working in a school or other educational establishment is advantage
- Proficient in Microsoft Office / Google Workspace
- Effective communication skills at all levels and able to use appropriate media to communicate

Personal Attributes

- Keen interest in building a teaching career
- Good organisational and planning skills
- Team player but also able to work on their own initiative
- Willingness to learn and adapt when faced with challenges
- Professionalism, loyalty and integrity in all situations
- Effective time-management
- Attention to detail and be able to work to deadlines and under pressure

- Desire and ability to work effectively with children and inspire them
- Act as role-model to pupils through personal presentation and professional conduct
- Able to work in a way that promotes the safety and wellbeing of children and young people



Benefits

The salary for this position will be commensurate with the previous experience and qualifications of the applicant and will reflect the importance of the role.

Situated in a beautiful 500-acre estate, accommodation may be provided, either on or near the school site, and requirements can be discussed at interview.

Other benefits include pension. Staff have the opportunity to utilise the School's wonderful facilities including fitness suite, swimming pool, and participate in the Cycle to Work and EV scheme. Staff are also provided with lunch within our magnificent dining hall.

Professional development and learning sit at the heart of the School, and the successful post-holder will be joining a vibrant intellectual community.

Our staff body is collegiate and supportive. The Common Room is welcoming and staff wellbeing is prioritised. The School has a full-time Health and Wellbeing Centre and Chaplain.



Application Process

To apply for this position please complete the application form in full, with reference to the candidate brief, and return it with a covering letter to hr@haileybury.com by **midday on Wednesday 26 August 2026**.

We anticipate interviews to be scheduled for Friday 4th September 2026.

For further information, please visit our website [here](#).

Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

The School has a diverse pupil body and is committed to its strategy of equal opportunity, diversity and inclusion. We encourage applications from candidates with a wide range of backgrounds to enrich our collective knowledge and experience. Appointments will be made on merit.

Please see full details of our [Privacy Notice for Staff](#) and [Recruitment Policy](#).

Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.





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