

**Job Description**

Job Title	Young Learner Assistant		
Directorate or Region	EU	Department/Country	FRANCE
Location of post	Paris, France	Pay Band	Invigilator
Reports to	Senior Teacher	Duration of job	CDD Part-time

***Purpose of job:***

To provide high quality support to all members of staff in the Teaching Centre working with young learners (3 to 17 years of age)  
 To ensure a safe environment for young learners in BC premises and partner schools.  
 To ensure that Child Protection systems and procedures are respected by staff and customers

***Context and environment: (e.g. dept description, region description, organogram)***

British Council main office, which is shared with the University of London in Paris, is centrally-located in Invalides and offers a full range of teaching, examinations and programmes activities. British Council teaching centre in Paris was opened in 1998, offering classes to young learners from age 3.

Since 2009 the operation has expanded significantly into partner premises, including Nation, Versailles, Grenelle, Vaucresson, Denfert, Wagram, Solferino and Sèvres, offering a wide range of Young Learner classes to around 4 400 YLs during the school year and a similar number during school holidays. The adult programme was started in 2007 and is growing rapidly. It now accommodates over 1,000 students during the school year.

The Young Learner Assistants will be expected to be available when young learner classes take place at Les Invalides and Partner Schools in the evenings, all day Wednesday and all day Saturday during the school year and Monday to Friday during the school holidays. The YL Assistants will join an existing teaching centre team of 27 full-time teachers, over 80 part-time teachers, 1 full time YL Admin Assistant, 6 senior teachers, 3 Assistant Teaching Centre Managers (ATCM) and a Head of English and over 10 Customer Services Assistants and Registrars. The YL Assistants report to a Senior Teacher.

***Accountabilities, responsibilities and main duties:***
**To support the British Council Child Protection Strategy by:**

- Supervising young learners in British Council and Partner school premises before, during and after class
- Assisting with parent duty/filtering at British Council and Partner school premises before and after class
- Collecting and following up on absences and lateness for secondary classes
- Ensuring young learners, parents and staff respect British Council Roles and Responsibilities
- Supervising break-time during 3-hr classes and ensuring that YLs respect the break rules

- Supervising lunch times during the school holidays
- Supervising change-over times on Wednesday and Saturday
- Ensuring YLs do not enter restricted areas e.g. ULIP, and do not cause disturbances on the premises
- Informing Teacher Coordinators, Senior Teachers and ATCMs about any classroom issues
- Looking after YLs when they are ill and informing centre manager and Duty Officer
- Following Child Protection systems and procedures
- Helping with setting up and closing down Partner Schools and preparation of materials for teachers before the holiday classes
- Helping with admin tasks when required and approved by Teaching Centre Management especially registers and class changes
- Assisting with classroom activities when required
- The job varies depending on the age of the children at a given time in each centre

***Key relationships:***

**Internal:**

- ATCM Young Learners/ Child Protection Focal Point
- Teaching centre management team
- Facilities, IT and Security guards
- Teachers
- Customer services team

**External:**

- Parents and carers
- Young Learners
- Partner premises staff

***Other important features or requirements of the job***

The post may require travel back and forth between British Council Partner Schools in Ile de France. It will involve working unsocial hours (evenings and Saturdays) and during the school holidays. YLA will receive a specific schedule per centre.

Please specify any passport/visa and/or nationality requirement.	Applicants must be eligible to work in France. The British Council will not be able to assist non-EU nationals to obtain a work permit for France
Please indicate if any security or legal checks are required for this role.	CRB check

## Person Specification

	Essential	Desirable	Assessment stage
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>Connecting with Others Level 1 (Essential)</li> <li>Working Together Level 1 (Essential)</li> </ul> <p><i>Please note: the other behaviours below will not be assessed at interview. However, <u>all</u> behaviours will be used for performance management purposes.</i></p> <ul style="list-style-type: none"> <li>Being Accountable (Essential)</li> <li>Making it Happen (Essential)</li> <li>Creating shared purpose (essential)</li> <li>Shaping the future (essential)</li> </ul>		Interview
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Ability to work in a way that promotes the safety and wellbeing of children.</li> <li>Communication (level 1)</li> <li>Punctuality</li> <li>Well-organised</li> <li>English / French CEF level B2/C1</li> <li>Computer Skills (level 1): Using Outlook, Word and Excel</li> </ul>		Short listing & Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working with children in a school or out of school environment</li> </ul>		Short listing & Interview
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>BAC or equivalent school-leaving certificate</li> </ul>	First aid training  BAFA (brevet d'aptitude aux fonctions d'animateur)	Short listing

Submitted by	Amy Brightling	Date	January 2019
--------------	----------------	------	--------------