

# Mind your Language French Club, Ltd.

## Job Description and Person Specification

<b>LOCATION</b>	London and Hertfordshire	
<b>JOB TITLE</b>	French Animator	
<b>REPORTS TO</b>	Administrator/Director	
<b>TYPE OF POSITION</b>	Part Time	Hours 3-5/week
<b>SALARY</b>	£12/hour ( after probation £15/hour)	

### PURPOSE

To plan, prepare, develop and deliver fun, quality French language classes to children between the ages of 4 to 11 within the framework and guidance of the MYL "system".

### ROLE AND RESPONSIBILITIES

We regard our MYL animators as our greatest asset. The task before them is straightforward and requires a high level of reliability and commitment. Working in various school settings, animators deliver a structured and lively hourly session of role play, stories and songs to children between the ages of 4-11. The children get to know and love their animators, who must therefore be sure they can commit for a minimum of 1 year. As an MYL animator, you are the contact between the club and the school and must therefore represent the club positively by leaving the classroom as tidy as you found it.

- Deliver agreed club sessions unless there is an emergency or illness.
- Be the contact between the club and the school.
- Deliver the highest quality teaching able in an engaging and lively manner.
- Comply with the Children's Act 1989.
- Attend and contribute full to training and supervision sessions.
- Ensure regular contact with the Administrator/Director, reporting any issues relating to the school in order the Mentor can address them with the school/MYL.
- Ensure all MYL documentation is completed as may be required from time to time.