

# Mind your Language French Club, Ltd.

## Job Description and Person Specification

<b>LOCATION</b>	London and Hertfordshire	
<b>JOB TITLE</b>	Workshop specialist	
<b>REPORTS TO</b>	Administrator/Director	
<b>TYPE OF POSITION</b>	Part Time	Hours 2-6/week
<b>SALARY</b>	£ negociable	

### PURPOSE

To deliver lively, fun and quality French language workshops to children between the ages of 4 to 11 in half term/ summer play schemes/primary schools within the MYL framework and guidelines.

### ROLE AND RESPONSIBILITIES

We regard our workshop specialist as our greatest asset. The task before them is versatile and fun but requires a high level of reliability and commitment. Working in play schemes, workshop specialists deliver a structured and intensified hourly session of songs, drama, art and craft, cookery to children between the ages of 4-11. The children get to know and engage with the workshop specialists, who must therefore be sure they can commit for the duration of the play scheme sessions. As MYL workshop specialists, you are expected to liaise with the on-premises MYL staff. You are also expected to represent the MYL positively by leaving the classroom as tidy as you found it.

- Deliver agreed French workshops unless there is an emergency or illness.
- Engage and enthuse the children.
- Comply with the Children's Act 1989.
- Attend planning meetings.
- Ensure regular contact with the Project manager, reporting any issues relating to the workshop in order we can address them as soon as possible.
- Ensure all MYL documentation is completed as may be required from time to time.