



MANDARIN LANGUAGE ASSISTANT

FROM SEPTEMBER 2025
FULL TIME | 2 YEAR FIXED TERM
CONTRACT
ACCOMMODATED



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MANDARIN LANGUAGE ASSISTANT

Be part of a challenging and exciting learning environment, within lessons and beyond.

We are an equal opportunities employer and are seeking applications from suitably qualified candidates from all backgrounds. There is no 'typical' Eton employee, we value individuality, difference, teamwork and the contribution everyone makes to the life of the school.

Eton's willingness to innovate and evolve is a tradition which has seen the school thrive for almost six centuries.

Our Modern Foreign Languages Department is a large, diverse, inclusive and collegiate department of informed, passionate teachers of modern languages and culture. We all teach across the range of abilities and ages.

The main role of our Language Assistants are to support the work of the Modern Foreign Languages Department. You will work closely with pupils who are learning Mandarin individually or in small groups of pupils, to help them improve their oral and aural language skills.

You will also support the running of the department, undertaking general administration and exam preparation, and supporting the work of the Modern Foreign Language Masters as required. You will be required to perform weekly duties in a boarding house and you will support the College's vibrant cocurricular activities - we are particularly keen to hear from those who would like to be involved in the delivery of our sports programme. In addition, you will support the Eton College Summer Schools programme.

SALARY AND BENEFITS

In addition to the opportunities for training and development, we also offer an excellent remuneration and benefits package. Our starting salary is £23,757.08 per annum.

ACCOMMODATION

Accommodation on site will be provided. This is free of rent (although there will be a small personal tax liability for this

benefit). The accommodation is part-furnished, and is suitable for a single person. Language Assistants live in individual self-contained flats within boarding houses.

CONTRACT

This is a two-year fixed term contract, commencing in September 2025 and ending in August 2027. During school term time, working hours will be 6 days per week and approximately 40 hours per week (normally Monday to Saturday). However, these hours may fluctuate depending on the needs of the College and may include the occasional Sunday duty. During the 6 week period of Summer Schools, the duties you will carry out will be set by the Head of Short Courses and Lettings.

The role works for 40 weeks per year (school term time, plus 3 days before the start of each term, plus 6 weeks of Summer Schools which support the school's partnership programme). On top of these working weeks, you are entitled to 5.6 weeks paid holiday, meaning you will be paid for 45.6 weeks in total. The remaining 6.4 weeks are considered unpaid leave.

You are required to take your annual leave during non-term periods, excluding the 3 days before the start of term and the 6 weeks of Summer schools – which normally run from early July to Mid-August, as these are periods you are required to work. If a bank holiday falls during term time this is considered a normal working day, and you will receive a day's holiday in lieu.



LIFE AT ETON

We believe that our pupils learn as much, if not more, outside the classroom as within it.

PASTORAL SUPPORT

Eton is the largest boys' boarding school in the UK. It is a 24/7 boarding school with 25 boarding houses, each home to around 55 pupils aged 13-18. The houses are the heart of life at Eton. Each house is run by a dedicated team, providing excellent pastoral care and helping every pupil make the most of their time at Eton. As part of the programme you will have the opportunity to get fully involved in the life of a Boarding House.

THE CO-CURRICULUM

Individual development and personal achievement are as important to us as academic results. Our diverse co-curricular programme enables pupils to identify and develop skills and strengths outside the classroom through a wide range of activities. Music and Art both thrive at Eton and are delivered by specialist practitioners, but the rest of our vibrant co-curriculum is delivered by our teaching staff. This includes:

- A full sporting programme: there are school teams and inter house competitions in football, rugby, rowing, hockey, cricket and tennis, and a broad array of other sports such as fencing, squash, rackets, martial arts and water polo are available. Almost all members of the teaching staff are involved in delivering sport in some form or other.
- Over 25 theatrical productions each year, including school and house plays directed by members of staff.

- Around 90 clubs and societies encompassing a wide range of interests and inclusion forums. Our societies host world class speakers, from activists and explorers to sports and television personalities, as well as experts in academic and professional fields.
- A variety of outdoor education activities, including mountaineering, climbing, kayaking, channel swimming and CCF. Our CCF is the first continuous school corps of its kind, and is run by a dedicated team of former officers as well as teaching staff, support staff and volunteers.

PARTNERSHIPS

We work with numerous state schools on activities of mutual benefit as part of the 'Eton Connect' programme, with a particular focus on our enriching partnerships with Holyport College, the London Academy of Excellence, the Thames Valley Learning Partnership and Star Academies.

Our partnership programme encompasses a wide range of free activities, including; sharing sports facilities, school visits and workshops, summer schools, an annual community fair fund-raising for charities, and pupil voluntary service in the local community. We encourage both pupils and staff to engage actively with service to their local communities. Your involvement in our Partnerships will include working in working in our Summer Schools.



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CANDIDATES



We are looking for suitably qualified candidates from all backgrounds.

ABOUT YOU

You will:

- Be a fluent Mandarin speaker who has recent direct experience of Chinese culture, with the ability to enthuse and motivate young people to want to learn the language.
- Have your own outstanding record of academic engagement and achievement.
- Be excited to join a high-achieving and reflective academic culture.
- Embrace innovation in teaching and learning and be committed to your own professional development.
- Be positive, forward-looking and collaborative.
- Value and embrace life in a full-boarding community.

SKILLS & COMPETENCIES

- A thorough knowledge of the Mandarin language with the ability to communicate this verbally (you must be fluent in the language). Pupils are taught to write using the simplified characters, although some background-speaker pupils are familiar with the traditional characters.
- A strong academic profile, with a good undergraduate degree in a related subject.
- A demonstrable knowledge of Chinese literature and linguistics.
- A willingness to contribute to the extra-curricular (co-curricular) activities offered by the College such as sport, drama and evening societies.
- Excellent organisation and time management skills, including the ability to juggle a variety of competing priorities whilst meeting deadlines.
- Excellent written and verbal communication skills which will allow you to communicate effectively with a wide range of people.
- The ability to work using your own initiative when appropriate, and to take direction.
- Although no prior experience is necessary, the individual must have a demonstrable enthusiasm for helping pupils to learn and develop, and a commitment to the highest standard of pupil welfare and safeguarding procedures.
- A clear understanding of the needs of young people and an ability to maintain a good sense of order and discipline.
- The desire to be fully involved with the life of a busy boarding school - this will include co-curricular and pastoral duties that fall on evenings and weekends; you appreciate a boarding school operates 24/7 during term time and this can sometimes impact on your personal plans.

We are committed to creating and sustaining an environment that values and celebrates the diversity of both staff and pupils. We believe in equal opportunity for everyone, irrespective of age, disability, sex, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background.



JOB DESCRIPTION

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We value individuality, difference, teamwork and the contribution everyone makes to the life of the school.

LANGUAGE SESSIONS

- To work with pupils one-to-one or in small groups to help them improve their oral and aural fluency. These sessions are normally between 20 - 40 minutes long and to be delivered in Mandarin. Approximately 20 hours per week of the Language Assistant's time will be spent working with the students in this way.
- To provide regular feedback to the Head of Chinese and masters teaching that language; this could, for example, be in the form of weekly progress reports about each pupil.
- To provide feedback to individual pupils after each session and to set them targets which will help them to improve their proficiency.
- To prepare lesson materials and send these to the pupils at least a week in advance of the sessions with enough time and appropriate guidance (e.g. vocab lists) for them to prepare for the session. Lesson materials may, for example include small articles and pieces of literature.
- To prepare general questions in the target language pertaining to the topic studied as part of the scheme of work.
- To provide occasional cover for departmental lessons – this does not include formal teaching, but will include taking absence, ensuring the safety of the students in the class, and supervising the pupils whilst they complete the work already prepared by the Master.

FURTHER ACTIVITIES

- To assist with enlarging and / or setting up a resource bank on particular topics and subject fields and preparing vocabulary lists.
- Recording audio files and storing them on the resource bank so the pupils have the benefit of hearing a native speaker discuss a particular topic / pronounce a word or phrase etc.
- Attending language societies and assisting the Master in running these societies, personally running clubs where appropriate.
- Supervising the preparation of topics for discussions in classes to support the Head of Chinese.
- Supervising time in the Modern Languages Library.
- With prior agreement from the Head of Chinese, running language clinics to support the pupils with homework.
- Completing general departmental administrative jobs as requested by the department.
- Work with our Summer Schools team for six weeks each summer.
- To provide assistance to the department during public examinations as required.

CO-CURRICULAR

- Contribute to the sports programme. Your involvement will depend upon your experience and expertise, but could range from shadowing, co-coaching and assisting with practices and providing supervision and guidance, to 1-2-1 coaching, refereeing and taking full responsibility for a team. Appropriate training and support will be provided.

- Contribute to other areas of the co-curriculum depending on your skills, experience and interest. There are a host of areas to be involved in including drama, outdoor education, CCF, debating, social impact, environmental or inclusion education, partnerships activities or additional sports.
- Provide logistical support for major school events, such as open days, parent teacher meetings, as well as social events, trips, and the supervision of school transport at the start and end of holidays.

PASTORAL

- Undertake all pastoral and safeguarding training provided as part of the programme.
- Develop an understanding of the nature of a boarding community and the role of boarding house teams in the lives of students by living in a boarding house and acting as a resident assistant.

This list is not exhaustive and is subject to change. The successful candidate will be expected to fulfil any reasonable request made by the Head of Chinese or Head of Modern Languages.

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APPLICATION PROCESS



What happens now?

Please apply online at jobsearch.etoncollege.com

Please ensure that you fill out your personal details, career history and reference details in full as part of your online candidate profile, in addition to completing the application form for the post in its entirety.

We will also require the names and contact details of two referees, at least one of whom is a current employer (if applicable). You must ensure your referees can provide references shortly after you apply for this role. We cannot accept testimonials. Unfortunately, due to the College timetable, there will be little / no flexibility with regards to the dates below.

Closing date for applications: Wednesday 19th March 2025.

First Stage virtual interviews: Monday 24th & Tuesday 25th March 2025.

Second stage in-person interviews: Thursday 27th March 2025.

Start date in post: September 2025.

If you have any queries about the application process or any problem with submitting your application online, the Recruitment Team will be happy to help. Should you require any reasonable adjustments to be made or facilities provided to enable you to apply online, please do not hesitate to contact us on recruitment@etoncollege.org.uk so we can make adjustments accordingly.

Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as "spent" under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.

The school has a number of benefits of service, including:

- Bike-to-work scheme
- Counselling and legal advice services
- Eyecare plan
- Free use of sports and leisure facilities, including: 25m indoor swimming pool, gym, golf course, tennis courts, squash courts and Dorney Rowing Lake
- Discount at local shops and amenities