

Job Title	Russian Language Assistant (two-year fixed term contract, Accommodated)
Reports to	Head of Russian, with a dotted line to the Head of Modern Languages and Cultures

Job Purpose

Language Assistants support the work of the Modern Foreign Languages Department. The Russian Language Assistant will work closely with small groups of boys to help them improve their oral and aural language skills. The Assistants also support the running of the department undertaking general administration and exam preparation, and supporting the work of the MFL Masters as required.

Key Tasks and ResponsibilitiesLanguage 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 and 40 minutes long, and 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 Language 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.

Supporting Trials and public examinations

- Acting as an invigilator during examinations (appropriate training will be given);
- To provide assistance to the department during exams, including; sorting papers after exams and helping Masters to collate them;
- Helping to mark papers (e.g. right/ wrong answers and grammar) alongside a clear, set marking scheme;
- To provide assistance to the department during public examinations (GCSE and A-Level), including;
- Supervising pupils before exams, e.g. during card preparation, ensuring appropriate exam conditions are maintained. NB Appropriate training will be given and the Language Assistant will only supervise pupils studying a different language to the one they support;
- Helping pupils prepare for oral exams with warm up speaking sessions beforehand;
- Patrolling corridors, escorting pupils if necessary, and providing general support and assistance to the invigilators as required.

Last updated: May 2023

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

Further activities to support the department (up to approximately 15 hours per week)

- To assist with enlarging and/ or setting up a resource bank on particular topics and subject fields and preparing vocabulary lists;
- Updating existing vocabulary lists within the resource bank;
- 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 Language;
- Supervising time in the Modern Languages Library;
- With prior agreement from the Head of Language, running language clinics to support the pupils with homework;
- Working with the Summer Schools team to help deliver our Summer Schools' programme;
- Completing general departmental administrative jobs as requested by the department;
- Contribute to the co-curricular life of the school, depending on the specific skills, experience and interests of the successful candidate;
- Under the direction of the House Master, performing weekly House Assistant duties within two of the school's Boarding Houses.
- Attached to a Boarding House, performing fortnightly evening duties.

General responsibilities

- Good understanding and effective implementation of Child Protection procedures;
- Commitment and promotion of equality, diversity & inclusion;
- Commitment to safeguarding and promoting the welfare of children, including by not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
- Understand and comply with procedures and legislation relating to confidentiality.

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

Skills and Competencies Required

To be successful in this role, the incumbent should have:

- A thorough knowledge of the subject language;
- Prior experience of classroom teaching or tutoring is essential;
- Excellent organisation and time management skills, including the ability to juggle a variety of competing priorities whilst meeting deadlines;
- Well-developed communication skills, both written and oral;
- The ability to work using their own initiative and to take direction;
- A demonstrable enthusiasm for helping pupils to learn and develop, and a commitment to the highest standard of pupil welfare;

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- A clear understanding of the needs of young people and an ability to maintain a good sense of order and discipline.

Working Pattern

- During school term time you will work 6 days per week (normally Monday to Saturday inclusive), and approximately 40 hours per week, with occasional additional commitments as per the needs of the school.
- These 40 hours per week will include approximately 20 hours assisting with classroom teaching, approximately 15 hours assisting with further activities to support the department, and approximately 5 hours of co-curricular activities and boarding house duties to support the wider life of the College. Days and hours of your working week will be by mutual agreement with your Head of Department.
- During the 6 week period of Summer Schools, you will work for approximately 40 hours per week, and the duties you will carry out during Summer Schools will be set by the Director of Summer Schools (these duties are likely to be different to the duties you do during Eton term times, and you may be required to stay in a Boarding House as part of them).