



SPANISH LANGUAGE ASSISTANT - LIVE IN

FROM SEPTEMBER 2024
FULL TIME | 2 YEAR FIXED TERM
CONTRACT
ACCOMMODATED



ETON
COLLEGE

01

SPANISH 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.

The main role of our Language Assistants are to support the work of the Modern Foreign Languages Department.

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.

You will work closely with pupils of Spanish, 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. In addition, you will support the Eton College Summer Schools programme.

Today's school is a progressive and increasingly diverse community. Inclusivity, individual student development and innovation in teaching and learning are our guiding principles.

We are a modern, forward-thinking school, always seeking to work at the forefront of developments in teaching and learning. The Tony Little Centre for Innovation and Research in Learning (CIRL) is a dedicated centre that allows the school to work alongside partners to explore the latest pedagogical research findings and new technologies and to conduct research projects.

LIFE AT ETON

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

PASTORAL SUPPORT

The school was founded by Henry VI in 1440, and is today the largest boys' boarding school in the UK. In keeping with the charitable intentions of our founder, we welcome pupils from all backgrounds. This year, pupils joined us from over 120 different schools from across the country. Around 10% of pupils come from overseas.

The school provides outstanding pastoral care for its pupils. Eton 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, including a House Master and 'Dame' who live onsite, and a team of support staff. Each house also has a Deputy House Master and two assistants attached to it. Together, they help to ensure that every pupil gets the best out of their time at Eton.

Pupils are also tutored in small groups by a dedicated Tutor, who meets with them regularly, thus ensuring that at least two adults have oversight of each pupil's academic progress and welfare.

We care about the individual and pride ourselves on the warmth of a community in which all our pupils feel valued.

SIMON HENDERSON | HEAD MASTER

THE CO-CURRICULUM

Individual development and personal achievement are as important as academic results. Our diverse and busy co-curricular programme enables pupils to identify and develop skills and strengths outside the classroom, through a wide variety of activities including sports, societies, outdoor education, arts, music and theatre. We are able to deliver this range of experiences and opportunities, because of the skills, experience, and commitment of our teaching staff.

While music and art are delivered by specialist practitioners, there is tremendous scope for our teaching staff to contribute to our vibrant cocurriculum.

SPORT

Sport is central to Eton's curriculum, not just because pupils enjoy it, but because it helps to develop many of the qualities in which the school believes. Opportunity is key: pupils play for school teams and in house competitions for all major sports including football, rugby, hockey and cricket, and a broad array of other sports such as fencing, squash, rackets, martial arts and water polo are available. Every pupil is offered a full sporting programme and almost all members of the teaching staff are involved in delivering sport in some form or other.

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We are looking for suitably qualified candidates from all backgrounds.

ABOUT YOU

You will :

- have a passion to advocate for your language, Spanish culture and the ability to communicate with, enthuse and motivate young people.
- 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 Spanish language with the ability to communicate this in verbal and written form (you must be fluent in the language).
- A strong academic profile, with a good undergraduate degree in a related subject.
- A demonstrable knowledge of Spanish literature and linguistics.
- Excellent organisation and time management skills, including the ability to juggle a variety of competing priorities whilst meeting deadlines.
- The ability to work using their 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.
- A clear understanding of the needs of young people and an ability to maintain a good sense of order and discipline.



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.

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 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 Spanish 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 Spanish;
- Supervising time in the Modern Languages Library;
- With prior agreement from the Head of Spanish, running language clinics to support the pupils with homework;
- Working with the Summer Schools team to help deliver our Summer Schools' programme. Further details will be discussed with the Director of Summer Schools;
- 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 and the requirements of the College;
- Under the direction of the House Master, performing weekly House Assistant duties within up to two of the school's Boarding Houses.

SUPPORTING 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 Pre-U) and the College internal examinations;
- 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.

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 Spanish or Head of Modern Languages.



We believe that all our staff deserve the fullest support in achieving their own potential and unlocking that of their students.

Eton College is a friendly community with a family atmosphere. We are situated in a beautiful Berkshire town that offers excellent local schools and amenities. Historic Windsor is just across the river, and London is easily accessible by rail or motorway.

This is a fixed-term, live-in contract, commencing in September 2024 and ending in August 2026.

This is a live-in role, and for the better performance of your duties you will be required to live in Eton provided accommodation for the 40 weeks per year that you are required to work on-site.

Whilst this accommodation is provided free of charge, there will be a small personal tax liability for you on this benefit. Please be aware, the accommodation is similar to a Halls of Residence and is only suitable for a single person or a couple. Alternative accommodation is not available.

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).

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.

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. Further details are available in the advert for this role.

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