

Job Title	Mandarin Language Assistant (one-year fixed term contract)
Reports to	Head of Chinese, 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 Mandarin Language Assistant will work closely with small groups of boys to help them improve their oral and aural language skills. They will also support the running of the department undertaking general administration and exam preparation.

Key Tasks and ResponsibilitiesLanguage sessions

- To work with boys one-to-one or in small groups to help them improve their oral and aural fluency;
- 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 boy;
- To provide feedback to individual boys 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 boys at least a week in advance of the sessions with enough time and appropriate guidance (e.g. vocab lists) for them to prep for the session. Lesson materials may for example include small articles and pieces of literature;
- To prepare teaching and learning resources for the Chinese Department at the request of the Head of Chinese;
- 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 boys whilst they complete the work already prepared by the Master.

Supporting Trials (internal examinations) and public examinations

- Acting as an invigilator during examinations (appropriate training will be given);
- To provide assistance to the department during Trials, 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 boys 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 boys studying a different language to the one they support;
 - Helping boys prepare for oral exams with warm up speaking sessions beforehand;
 - Patrolling corridors, escorting boys to the toilet where necessary, and providing general support and assistance to the invigilators as required.
- On occasion, you may be required to assist with the conducting of oral assessments.

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.

Last updated: April 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.

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

Working Pattern

- The post holder will work 20 hours per week over 5 days (normally Monday to Friday inclusive). The exact hours of work will be by mutual agreement with the Head of Chinese and will be shaped around the timetable of the pupils. However, the 20 hours will usually be concentrated between 9am and 6pm, but some flexibility will be required;
- These hours will be worked during term time only (32 weeks per year);
- There may be certain times of the year where additional hours of work are required (i.e. for additional meetings at the start of term, or around examinations). In this case, this will need to be agreed with the Head of Modern Languages and Cultures, and an additional payment will be made at the post holders' usual hourly rate;
- The post holder will be entitled to 5.6 weeks paid holiday per annum (payment for this has already been included in the advertised salary). Therefore, the post holder will be paid for 37.6 weeks in total, and any remaining weeks will be considered unpaid leave;
- Please note, annual leave cannot be taken during school term periods, and all of the entitlement must be taken during periods of school holidays.
- If a bank holiday falls during a school term period, you will be required to work this day and you will receive an additional day's holiday in lieu.

DISCLOSURE CHECKS

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.

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